

## **JOB DESCRIPTION**

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**TITLE:** Housekeeper  
**DEPARTMENT:** Environmental Services  
**REPORTS TO:** Director of Environmental Services  
**SUPERVISES:** Not Applicable

### **SUMMARY OF JOB**

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Our Housekeepers, working directly with the Director of Environmental Services, have a vital role in the smooth running of our facility, providing the highest quality of sanitary and pleasant surroundings for our residents/patients. These individuals follow and emulate the highest standards of excellence for the entire environmental services team, which are reflected, every day, in the attractive, clean and maintained rooms, common areas and offices throughout our organization.

### **DUTIES AND RESPONSIBILITIES**

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**Cleans** individual resident/patient rooms and apartments per approved schedule. This involves sweeping, scrubbing, & mopping of all hard floor surfaces. Vacuuming, spot carpet cleaning and general cleaning of all carpeted surfaces, rugs, floor mats, and upholstered furniture. Dusting and/or wiping down furniture, window sills, and/or blinds. Washing walls, baseboards, ceilings, vents, woodwork, countertops, shelves, and cabinets. Cleaning and emptying trash containers, waste baskets, & transporting waste to disposal area. Replacing light bulbs as needed.

**Cleans** all residents bathrooms ( per weekly cleaning schedule) and public restrooms daily, baseboards, toilets, sinks, showers, mirrors, countertops, shelves, & replenish paper products & bathing linen.

**Cleans** and/or dusts, per weekly schedule, all lamps, light fixtures, head & foot boards, telephones, TV screens, windows, window sills, doors and door hardware. All applicable surfaces.

**Changes** bed and bath linens weekly, cubicle curtains (in HCC); make beds between weekly changes, & turns mattress' weekly or as needed.

**Cleans** all staff members offices; vacuums, dusts horizontal surfaces; empties trash containers and waste baskets; vacuums carpets.

Other duties as assigned which may include, but are not limited to:

Cleans and restocks housekeeping carts

Assists residents with packing and unpacking of clothing and personal items

Other duties continued:

Assists with setting up and clean up for resident and staff social functions  
Waters plants, sorts/delivers incoming mail  
Tests residents' emergency pull cords each month

**ENVIRONMENTAL/PHYSICAL/MENTAL REQUIREMENTS**

Housekeepers perform the majority of their duties in direct contact with our residents and other members of the housekeeping team. This requires these individuals to possess the ability to be on their feet much of the time, move freely about our entire facility, lift and carry for a short distance up to 50 pounds. They must be able to stoop, kneel, push, pull, stretch, climb and crawl for several hours per day and have full use of their entire body. They must be able to read and comprehend usage instructions for cleaning products and follow these accurately.

Housekeepers must be able to verbally communicate with clarity, while understanding and explaining information to our residents/patients. The use of cleaning equipment and products requires excellent eye/hand coordination, ability to operate equipment and the ability to handle multiple priorities at the same time.

**QUALIFICATIONS**

**EXPERIENCE:** 6+ months housekeeping experience in health care environment, preferably continuing care facility for the elderly

**SKILLS:** Demonstrated talent for interacting with a wide variety of people, particularly the elderly and their family members; ability to effectively organize and coordinate multiple priorities; ability to work well as a team member; ability to problem solve. Ability to work independently.

**EDUCATION:** Ability to read, write, understand and speak English fluently

**LICENSES/CERTIFICATIONS:** None required

**EMPLOYEE STATUS DESIGNATION**

Non-exempt; regular; part-time; hourly

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Employee's Signature

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Date