



HOUSEKEEPER JOB DESCRIPTION

Position Title: Housekeeper Exemption Status: Non-exempt

Job Classification: _____ Job Code: _____

Department: Environmental Services Department

Reports to: Housekeeping Supervisor

Last Update: November 2021

Job Summary

Maintain the following areas in a clean, sanitary, safe, orderly, and attractive manner to assure the highest degree of cleanliness and sanitation is maintained at all times in accordance with established policies and procedures and directions from the Supervisor: patient rooms, baths, showers and procedure rooms, laboratories, offices, entryways, lobby, hallways, emergency rooms, surgery, outbuildings, and any other areas related to the job responsibilities.

Essential Functions

- Follow cleaning schedules, established policies and procedures and instructions from the Supervisor.
- Perform terminal cleaning procedures as instructed when a patient is discharged and/or transferred to another room/area to assure that the room is ready for new occupancy.
- Perform cleaning/sanitizing procedures in isolation room/areas as instructed and in accordance with established infection control policies and procedures.
- Assure that the facility is maintained in a clean, safe, and orderly manner for patient comfort and convenience.
- Clean all vacant areas as assigned to ensure that they are ready for occupancy.
- Clean/polish furnishings, fixtures, ledges, vents, light covers, room heating/cooling units, televisions, etc.
- Clean, wash, sanitize and/or polish all bathroom fixtures, including sinks, toilets, showers, etc.
- Clean windows inside and out and mirrors in every area of the facility.
- Clean all outbuildings in accordance with Supervisor's instructions and any policies or procedures established for those specific areas.
- Clean floors including sweeping, dusting, damp/wet mopping, disinfecting, etc. as instructed. Ensure that wet floor signs are used or unsafe floor areas are restricted or roped off.
- Clean carpets including vacuuming, spot cleaning, shampooing, spin buffing, and disinfecting as instructed.
- Clean walls and ceilings by washing, wiping, dusting, spot cleaning, and disinfecting as instructed.
- Remove all dirt and foreign substances from all surfaces, equipment, and furnishings using proper cleaning/disinfecting solutions.
- Clean hallways and entryways as instructed.

- Dispose of all waste in accordance with policies and procedures for handling, transporting, containment, and storage.
- Report all unsafe hazards, conditions, security problems, and defective equipment to appropriate personnel using methods specified.
- Ensure supplies are replenished inside the housekeeping storage area and in all areas of the facility including admit kits and personal protective equipment.
- Make beds whenever necessary and strip rooms for cleaning whenever necessary.
- Ensure linen is properly put up on delivery day. Restock linen throughout the facility as needed. Assess quality of linen on a regular basis. Launder linen when specified to do so.
- Assure that housekeeping areas are clean and free from hazards and that all carts, solutions, etc. are properly stored at the end of the workday.
- Follow all general, departmental, safety, security, and health policies and procedures. Utilize all safe work practices recommended for the department.
- May be required to perform other related duties and activities as assigned.

Professional Requirements

High School graduate or equivalent.

Qualifications

- Ability to lift or move up to 50 pounds frequently.
- Ability to constantly push and pull equipment, furniture, etc.
- Ability to read and understand instructions, safety rules, etc.
- Ability to apply common sense and understanding to carry out instructions.
- Ability to use machines needed for work.

Knowledge, Skills, and Abilities

None required – on the job training.

Physical Requirements and Environmental Conditions

- Work in all areas of the facility.
- Subject to frequent work interruptions.
- Willingness to work beyond normal working hours and take a fair share of on-call hours.
- Attend and participate in all continuing education as required.
- Subject to reactions from dust, cleaning and disinfecting solutions, odors, etc.
- May be subjected to infectious diseases, substances, etc.
- Communicate with nursing and all other pertinent personnel.