



**Housekeeper
Job Description**

POSITION SUMMARY: The purpose of this position is to implement facility housekeeping procedures in an efficient, cost-effective manner to safely meet resident's needs in compliance with federal, state and local requirements.

DELEGATION OF AUTHORITY:

Authority is delegated to the individual in this position to:

- Implement housekeeping procedures to meet resident's needs in compliance with federal, state, and local requirements
- Notify supervisor when supplies are needed
- Notify supervisor when equipment is in need of repair
- Notify supervisor when areas of the facility are in need of repair

RESPONSIBLE TO: This position reports to the Housekeeping/Laundry Director

QUALIFICATIONS: Must be 18 years old.

TRAINING AND EXPERIENCE: Experience in commercial cleaning position helpful but not necessary. Will train.

PERSONAL: Presents a neat, well-groomed appearance; good physical and emotional health.

CRITICAL PHYSICAL DEMAND SUMMARY:

Name	Frequency	Range
Lift 6 to 48"	Frequently	>1 -10 lbs
Lift 6 to 48"	Occasionally	11-25 lbs
Lift 6 to 48"	Rarely	26 - 35 lbs
Lift 48" to 72"	Occasionally	>1-10 lbs
Lift 48" to 72"	Rarely	11-25 lbs
Lift 18"-36" to 60"	Rarely	10-30 lbs
Preferred Carry	Occasionally	1-151bs
Preferred Carry	Rarely	16-30 lbs
Push/Pull	Frequently	>1-5 lbs

Push/Pull	Occasionally	6-15 lbs
Push/Pull	Rarely	16-30 lbs
Grasp	Frequently	1-15lbs
Grasp	Frequently	1-15 lbs
Grasp	Occasionally	16-35 lbs

Critical Demand	Overall Frequency
Sitting	Rarely
Standing Work	Frequently
Walking	Frequently
Forward Bending	Occasionally
Rotation, Standing	Frequently
Stepping	Rarely
Reaching (forward/lateral)	Frequently
Reaching (at or above shoulder height)	Rarely
Crouching	Rarely

Frequency Key:

Rarely	1-5% of work day
Occasionally	6-33% of work day
Frequently	34-66% of work day
Continuously	67% + of work day

PRIMARY FUNCTIONS/RESPONSIBILITIES:

The primary functions and responsibilities of this position are as follows: (you will be evaluated on your ability to perform these functions competently with minimal supervision and or reminders).

Additional duties may be added as necessary to meet the needs of the facility.

1. Follow oral and written instructions.
2. Clean resident rooms, dining rooms, hallways, and other parts of the building.
3. Vacuum carpets, scrub floors, clean sinks, toilets, and windows.
4. Follow material safety data sheets (MSDS).
5. Operate housekeeping equipment safely.
6. Perform cleaning procedures in accordance with facility policy.
7. Observe waste disposal procedures in accordance with facility policy.
8. Assist in proper care of housekeeping equipment.
9. Identify and report any equipment malfunction to supervisor.
10. Report any observed area in poor repair to supervisor.
11. Use housekeeping supplies efficiently.
12. Attend in-service training programs for housekeeping employees and mandatory in-services.
13. Observe infection control procedures related to Housekeeping Department.
14. Follow Resident's Rights policies at all times. Must work cooperatively with the residents and other staff.

15. Follow safety program.
16. Come to work as scheduled and consistently demonstrate dependability and punctuality.
17. Accept assigned duties in a cooperative manner.
18. Assume accountability for data contained in the employee's handbook.
19. Come to work in neat, clean attire and consistently represent an appropriate professional appearance.
20. Consistently work cooperatively with residents, resident's representatives, facility staff, physician, consultants, and ancillary service providers.
21. Perform other related duties as directed by his/her supervisor.
22. Ability to understand and comply with applicable federal, state, and local regulations and requirements.
23. Must be able to function independently.
24. Must be able to speak and write the English language in an understandable manner.
25. Must be willing to work harmoniously with other personnel as well as be willing to handle residents based on whatever cognitive level at which they are currently functioning.
26. Turn in all found articles to supervisor.
27. Discard infectious wastes into appropriate containers.

CRITICAL DEMANDS:

Lift (frequently) - *Lift housekeeping tools and supplies weighing less than 1 pound up to 10 lbs from heights anywhere between 6 to 48 inches*

Lift (occasionally)- *Lift housekeeping tools and supplies weighing 11 pounds up to 25 lbs from heights anywhere between 6 to 48 inches*

Lift (rarely) - *Lift housekeeping tools and supplies weighing 26 pounds up to 35 lbs from heights anywhere between 6 to 48 inches*

Lift (frequently) - *Lift housekeeping tools and supplies weighing less than 1 pound up to 10 lbs from heights anywhere between 48 to 72 inches*

Lift (rarely) - *Lift housekeeping tools and supplies weighing 11 pounds up to 25lbs from heights anywhere between 48 to 72 inches*

Lift (rarely)- *Lift 10 to 30 pounds from 18 to 36 inches up to 60 inches while placing trash in outdoor receptacle*

Preferred carry (occasionally) - *Carry supplies and equipment weighing 1 to 15 pounds over a distance of up to 300 feet on a level indoor surface*

Preferred carry (rarely) - *Front carry supplies/equipment/resident belongings weighing 16 to 35 pounds over a distance of up to 300 feet on a level indoor surface*

Push Pull (frequently) - *Horizontal push/pull with a force of 5 pounds at a self-selected height over varying distances to transport mop bucket, mop, sweep, and vacuum*

Push Pull (occasionally) - *Horizontal push/pull with a force of 6 to 15 pounds at a height of 36 inches to transport housekeeping cart throughout facility*

Push Pull (rarely) - *Horizontal push/pull with a force of 16 to 30 pounds from a self-selected height to maneuver furniture and additional facility items*

Grasp (frequently) - *With preferred hands or bilateral hands with a force of 1-15 lbs to complete various work-related tasks*

Grasp (occasionally) - *With preferred hands or bilateral hands with a force of 16-35 lbs to complete various housekeeping duties*

Crouch (rarely)- Sustained crouch up to 2 minutes while completing various housekeeping duties

Sitting (rarely) - Sitting to complete various work-related tasks and communicate with residents and co-workers

Standing work (frequently) - Standing work while completing various housekeeping duties

Walking (frequently) - To retrieve supplies /equipment, change workstations, and communicate with co workers

Forward bending (occasionally) - Repeated forward bending up to up to 50 times/hour and sustained forward bending up to 5 minutes while completing various housekeeping duties

Rotation, Standing (Frequently): Repeated trunk rotation from a standing position while completing various housekeeping duties

Reaching (Frequently): With unilateral and bilateral upper extremities forward/lateral while completing various housekeeping duties at a reach height of 1 to 48 inches

Reaching (rarely): With unilateral and bilateral upper extremities at or above shoulder level while completing various housekeeping duties at a reach height of 48 to 72 inches