

**SUMMARY:** The primary purpose of the Housekeeper is perform the day-to-day activities of the Housekeeping Department in accordance with current federal, state and local standards, guidelines and regulations governing our facility, and as may be directed by the Administrator, and/or Director of Environmental Services, to assure that our facility is maintained in a clean, safe, and comfortable manner.

**ESEENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensure that work/cleaning schedules are followed as closely as practicable.
- Report all accidents/incidents to your supervisor, no matter how minor they may be.
- Coordinate daily housekeeping services with nursing services when performing routine cleaning assignments in resident living and/or residential areas.
- Clean, wash, sanitize, and/or polish fixtures, ledges, room heating/cooling units, bathroom fixtures etc.
- Clean floors include sweeping, dusting, damp/wet mopping, stripping, waxing, buffing, disinfecting etc.
- Deep clean resident's room on a routine basis.
- Discard waste/trash into proper containers and reline trash receptacle with plastic liner.
- Agree not to disclose resident's protected health information and promptly report suspected or known violations of such disclosure to the Administrator.
- Follow established safety precautions when performing tasks and when using equipment and supplies.
- Follow proper techniques when mixing chemicals, disinfectants, and solutions used for cleaning. Refer to the manufacturer's instructions when necessary.
- Use appropriate personal protective equipment and supplies when handling infectious materials and/or hazardous wastes or chemicals.
- Performs other duties as assigned.

**QUALIFICATION:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and or ability required.*

- Must be able to read, write, speak and understand English.
- Must be able to follow written and oral instructions concerning the mixing of cleaning compounds, liquids, disinfecting solutions, etc.
- Must be willing to work harmoniously with other personnel as well as be willing to handle residents based on whatever maturity level at which they are currently functioning.

**PHYSICAL DEMANDS:** *The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Must be able to move intermittently throughout the workday.
- Must be able to push, pull, move and/or lift a minimum of 25 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum of 50 feet.