JOB DESCRIPTION ANBERRY REHABILITATION HOSPITAL

JOB TITLE: Housekeeper

DEPARTMENT: Housekeeping

REPORTS TO: Director of Housekeeping

GENERAL PURPOSE:

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 the Director of Housekeeping, assure that our facility is maintained in a clean, safe and comfortable manner.

ESSENTIAL JOB FUNCTIONS:

CLEAN RESIDENT ROOMS AND COMMON AREAS

<u>Duties:</u> Clean (including vacuuming, wiping, mopping, polishing, etc.) rooms, offices, and common areas; polish and straighten items; ensure residents' rooms are safe, comfortable, and maintained in an attractive manner and residents' personal items are safeguarded. Clean up spills, soiled areas, and other conditions as observed or directed.

Ensure equipment and work areas are safe; that procedures regarding cleaners or hazardous materials or objects are strictly adhered to; that equipment and supplies are properly stored; ensure Universal precautions and infection control, isolation, fire, safety and sanitation practices and procedures are followed; and promptly report any hazardous conditions and equipment.

ADMINISTRATIVE AND SUPPLY <u>Duties:</u> Report all incidents and accidents; ensure cleaning schedules are followed; and coordinate daily housekeeping services with other departments.

Ensure that equipment and supply carts and adequate supplies are properly maintained; ensure that lighting is in proper working order; and assist others in lifting as requested.

Duties: Strip, wax and buff floors as directed; move and replace furniture; clean storage and exterior

and replace furniture; clean storage and exterior

areas as directed.

SAFETY <u>Duties:</u> Comply with all Company policies related to

safety and infection control procedures. Report all hazardous conditions or equipment to your supervisor.

RESIDENTS' Duties: Understand, comply with and promote all rules and regulations regarding residents' rights;
POSITIVE promote positive relationships with residents, visitors,

RELATIONSHIPS and regulators, to include presenting a professional

appearance. Maintain the confidentiality of resident

information.

OTHER JOB FUNCTIONS:

STAFF Duties: Attend and participate in educational activities, in-service training, and staff meetings

activities, in-service training, and staff meetings; assist in orientation and training other staff.

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OTHER DUTIES <u>Duties:</u> Other duties as assigned or needed.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking/mobility, reaching, bending, lifting, grasping, pushing and pulling; fine hand coordination; ability to distinguish smells and temperatures; ability to hear and respond to pages; ability to read and write; ability to understand and follow written and oral instructions; ability to communicate with residents and others; ability to understand and follow training and in-service education; and ability to remain calm in emergency situations and when handling multiple tasks.

QUALIFICATIONS:

- Related experience at a level necessary to accomplish the job.
- Must have the ability to read, write and follow oral and written directions at a level necessary to accomplish the job.

- Must be able to relate positively and favorably to residents and families and to work cooperatively with other associates.
- Must maintain regular attendance.
- Must meet all local health regulations, and pass post-employment physical exam
 if required. This requirement also includes drug screening, criminal background
 investigation and reference inquiry.
- Must be capable of performing the Essential Job Functions of this job, with or without reasonable accommodation

JOB DESCRIPTION REVIEW:

I understand this job description and its requirements; and that I am expected to complete all duties as assigned. I understand the job functions may be altered from time to time.

I further understand that the purpose of this job description is to identify the major duties and responsibilities of the job and that it is not intended to contain each and every duty inherent in this job.

I further understand that my employment is at-will and thereby understand that my
employment can be terminated at-will by the facility or myself and that such termination
can be made with or without notice.

Employee		Date	
Supe	ervisor	Date	
Cc:	Personnel File Employee		