

Job Description

Chase County Community Hospital Chase County Clinic

Housekeeper

Job Code: 215200

Reports To: Facilities Manager

FLSA Status: Non-Exempt

Department: Housekeeping

Position Summary

Perform any combination of cleaning in hospital, clinics and housing units owned by CCCH in a clean and orderly manner. Duties may include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.

Basic Skills

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Talking to others to convey information effectively.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Understanding written sentences and paragraphs in work related documents.

Social Skills

- Adjusting actions in relation to others' actions.
- Teaching others how to do something.

Technical Skills

- Determining the kind of tools and equipment needed to do a job.

Desktop Computer Skills

- **Internet** - Using a computer application to create, manipulate, edit, and show virtual slide presentations.
- **Navigation** - Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.

Task

- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts.
- Disinfect equipment and supplies, using germicides.
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevator, stairway, locker rooms, and other work areas so that health standards are met.
- Empty wastebaskets, and transport other trash and waste to disposal areas.
- Observe precautions required to protect facility and guest property and report damage, theft, and found articles.
- Replenish supplies, linens, and bathroom items.
- Clean rugs, carpets, upholstered furniture, using vacuum cleaners and shampoos.
- Dust and polish furniture and equipment.
- Keep storage areas and carts well-stocked, clean, and tidy.
- Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary.
- Sweep, scrub, wax, or polish floors, using brooms, mops, or powered scrubbing and waxing machines.

Work Activities

- Performing General Physical Activities
- Getting Information
- Establishing and Maintaining Interpersonal Relationships
- Handling and Moving Objects
- Communicating with Supervisors, Peers, or Subordinates
- Making Decisions and Solving Problems
- Training and Teaching Others
- Organizing, Planning, and Prioritizing Work

Detailed Work Activities

- Clean building walls, windows/sills and flooring/rugs/carpet.
- Clean equipment or supplies.
- Clean facilities or sites.
- Clean furniture or fixtures.
- Distribute laundered curtains and or other items as needed.
- Dispose of trash or waste materials/sharps containers.
- Maintain equipment or systems to ensure proper functioning.
- Monitor building premises to ensure occupant or visitor safety.
- Select equipment, materials, or supplies for cleaning.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here 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.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is required to stand and walk.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management.

Manager

Date

HR

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date