



Job Documentation

JOB TITLE: Housekeeper	JOB CODE: S169
DEPARTMENT: Plant	STATUS: Non-Exempt
SUPERVISES: NA	ADDENDUMS: NA
REPORTS TO: Facilities Manager	EFFECTIVE DATE: August 2020
	REVISED ON: TBD

PRIMARY FUNCTIONS

The housekeeper position performs: 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.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety and Infection Control, all and Federal and State of Nebraska regulation related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

QUALIFICATIONS

Education and/or Experience

- High School Diploma/GED is preferred but not required

Certificates, Licensure, Registrations

- NA



GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions
- Communicates effectively both orally and writing
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Operates all equipment correctly and safely
- Participate in the clinic QA program, as needed
- Practice Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Be able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated clinic meetings
- Performs other related duties as assigned

SIGNIFICANT DUTIES

- Uses cleaning chemicals to disinfect equipment, surfaces and supplies
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevator, stairway, locker rooms, and other work areas to meet health standards
- Empty wastebaskets, and dispose all waste to designated area
- Observe precautions required to protect facility and guest property
- Reports property damage, theft, and or inappropriate activity
- Replenish supplies, linens, and toiletries
- Dust and polish furniture and equipment
- Keep storage areas and carts well-stocked, clean and organized
- Wash windows, walls, ceilings, and woodwork, waxing and polishing as necessary
- Sweep, vacuum, mops and powered scrub



Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

Physical Demands Checklist

PHYSICAL DEMAND REQUIREMENTS						
PHYSICAL ACTIVITY	FREQUENCY					ADDITIONAL INFORMATION
	Never	Rarely (0-25% of day)	Occasionally (26-50% of day)	Frequently (51-75% of day)	Continuously (76-100% of day)	
Lift: light weight (0-20 lbs.)					X	
Lift: moderate weight (20-35 lbs.)				X		
Lift: heavy weight (35-50 lbs.)			X			
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive		X				
Climb			X			
Squat/crouch				X		
Kneel			X			
Push				X		
Pull				X		
Write					X	
Reach					X	
Grip					X	
Crawl			X			
Vision/read						X
Talk/verbal skills						X
Hear						X
Feel/tactile					X	
Concentrate in distracting environment					X	



SIGNATURES

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

Manager

Date

Human Resources

Date

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

Employee

Date