



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 cleaning patient rooms, hallways, lobby areas, lounges, restrooms, elevator, stairway, locker rooms, and other work areas so that health standards are met.

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
- Six – twelve month of housekeeping experience 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
- Replaces soiled linens, makes beds and cleaning patient rooms
- Replenish supplies, linens, and bathroom items.
- 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.
- Carry linens, towels, toilet items, and cleaning supplies, using wheeled carts
- Clean hallways, rugs, carpets, using vacuum cleaners and shampoos
- Dust and polish furniture, fixtures and equipment
- Keep storage areas and carts well-stocked, clean and organized
- Cleans walls, ceilings and washes windows
- Sweep, scrubs, waxes and polish floor by using brooms, mops, and powered scrubbing or waxing equipment
- Selects equipment, materials and cleaning supplies for daily responsibilities
- Washes microfiber cleaning pads, shower curtains, privacy curtains and gate belts
- Replaces soiled drapes and cubicle curtains
- Monitor building premises to ensure occupants and visitors safety

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

HR

Date

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

Employee

Date