

# Job Description

## Housekeeper

**Job Code:** 215200

**Reports To:** Housekeeping Supervisor

**FLSA Status:** Non-Exempt

**Department:** Housekeeping

Status: Part time 10hr week  
(Wauneta Clinic only)

Schedule: M-F flexible

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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

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- 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

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

## Technical Skills

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

## Desktop Computer Skills

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- **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

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- 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 shampooers.
- 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

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- 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

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- 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.

**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.

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Employee Date