

Coleman County Medical Center Position Description

Job Title: Housekeeper
Department: Housekeeping
Reports To: Department Manager/Housekeeping
FLSA Status: Non-exempt

SUMMARY: Assuring the patients, visitors and employees experience a consistently clean and healthy environment any time they are within hospital or clinic facilities.

QUALIFICATIONS:

- Must be able to properly operate equipment such as floor scrubbers, vacuum cleaners, mops and other cleaning tools.
- Proficient level of knowledge of infection control procedures and communicable procedures.
- Must have a clear understanding of the organization's standards regarding acceptable levels of cleanliness within each distinct space.
- Ability to demonstrate responsible use of cleaning agents, supplies and other hospital resources and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Cleaning and disinfecting patient rooms and bathrooms to include dusting, mopping, trash removal, mattress turning (with a partner), and breakdown of room after patient discharge (linen changes, clean all surfaces such as blinds, closets, walls, etc.).
- Clean administrative and office areas.
- Clean all public areas (public restrooms, waiting rooms, vending areas, etc.).
- Cleaning all Clinics
- Cleaning all clinical areas (lab, x-ray, pharmacy, emergency room, etc.).
- Clean all glass areas including windows and doors, mirrors.
- Proper removal and disposal of bio-hazardous materials
- Perform advanced cleaning duties in specified isolation rooms
- Weigh, load and unload linens from linen service deliveries.
- Replenishing janitorial type supplies in all areas, such as hand soap, paper towels, toilet paper, etc.

EDUCATION and/or EXPERIENCE:

- High School Diploma/GED – preferred but not required
- No previous experience required

LANGUAGE/READING SKILLS:

- Must be able to read basic instructions in English on chemicals, signage within facility, written instructions from supervisor, etc.
- Must be able to communicate with English-speaking patients within the hospital regarding the cleaning and servicing of the patient's room.

MATHEMATICAL SKILLS:

- Have knowledge of and ability to use basic measurements (for mixing of cleaning solutions, etc.)

REASONING ABILITY: Employee responds to commonly occurring problems/situations for which standards, procedures or precedents exist.

WORK ENVIRONMENT: Employee is regularly required to speak and hear English, stand, walk, sit, use hand to finger, handle or feel objects, tools or controls; reach with hands and arms.

Employee must frequently be able to lift 50 pounds from the floor to waist level. Specific vision abilities include close vision and the ability to clearly focus vision.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

Signature

Printed Name

Date