

HOUSEKEEPER

Job Description

SUPERVISOR: Housekeeping, Laundry and Maintenance Supervisor

DEPARTMENT: Housekeeping

GENERAL DESCRIPTION:

DUTIES:

1. Follow cleaning schedules (daily, weekly, monthly, etc.) as outlined for housekeeping department.
2. Cleans assigned areas, furnishings, fixtures according to established housekeeping procedures.
3. Clean floors: Dry mops, sweeps, waxes, buffs, disinfects where and when necessary.
4. Cleans movable and stationary furnishings and fixtures including other horizontal surfaces. Dusts, spot cleans or washes, disinfects when necessary, polishes where required-ledges, shelves, vents, wardrobes. Empties and cleans ash trays. Empties, cleans and relines waste baskets. Inspects furnishings for wear and defects and reports to Supervisor.
5. Cleans carpeting and rugs; vacuums and shampoos carpeting.
6. Cleans bathrooms (Resident, private and public); cleans and disinfects all fixtures, floors, and walls as needed. Washes windows and mirrors. Replenishes bathroom supplies. (i.e.: toilet tissue, paper towels and soap.)
7. Cleans walls, windows, doors and ceilings; spot cleans between washings, washes, disinfects when necessary. Walls and ceilings and ceiling fixtures are cleaned as scheduled.
8. Cleans all entrance and exit areas.

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9. Performs cleaning duties according to established procedure in Resident rooms when Resident has been discharged, transferred or expires.

This is a summarization of the position of Housekeeper and is not meant to be perceived as an all-inclusive description of any heading or sub-heading herein included. When there is a question or need for clarification on any task or function, it is the responsibility of the individual holding the position of Housekeeper to seek counsel/guidance from a qualified Department Head/Administrator.

ENVIRONMENTAL DEMANDS

Housekeeper

Employees in this position are required to meet the following physical demand requirements.

A= Rarely or Never B=Periodic (Not every day) C = Frequent (Sometimes each day) D= Daily (All or most of the time)	A	B	C	D	A= Rarely or Never B=Periodic (Not every day) C = Frequent (Sometimes each day) D= Daily (All or most of the time)	A	B	C	D
PHYSICAL FACTORS:					VISUAL DEMANDS:				
1. Standing/Stationary		X			1. Near Vision				X
2. Standing/Moving About				X	2. Far Vision				X
3. Sitting	X				3. Depth Perception				X
4. Climbing			X		4. Accommodation				X
5. Balancing	X				5. Color Vision				X
6. Stooping				X	6. Field of Vision				X
7. Kneeling			X						
8. Crouching				X	HEARING DEMANDS:				
9. Crawling		X			1. Normal noise levels				X
10. Reaching				X	2. Constant low level noise				X
11. Handling	X				3. Occasional loud noise				X
12. Fingering				X	4. Constant loud noise			X	
13. Talking				X					
14. Driving	X				HAZARDOUS CONDITIONS:				
15. Smelling				X	Respiratory irritants: dust, fumes,gases				X
16. Tasting					Skin irritants –dust, fumes, gases				X
17. Other:					Allergic irritants –dust,fumes, gases				X
					Wet work – hands				X
					Wet work – feet				X
PHYSICAL STRENGTH:					Operation of heavy equipment	X			
LIFTING: Push/Pull while stand					Climbing ladders		X		
1. Semi-sedentary (up to ten lbs)				X	Working in very high places	X			
2. Light work (10-20 lbs)				X	Use of firearms	X			
3. Medium work (20-50 lbs)			X		Use of electrical equipment		X		
4. Heavy work (50 – 100 lbs)		X			Use of sharp utensils		X		
5. Very Heavy work (100 + lbs)	X				Exposure to bloodborne pathogens		X		
CARRYING: Push/Pull while moving									
1. Semi-sedentary (up to ten lbs)				X					
2. Light work (10-20 lbs)				X					
3. Medium work (20-50 lbs)				X					
4. Heavy work (50 – 100 lbs)		X							
5. Very Heavy work (100 + lbs)	X								

I have read and understand the Environmental Demands of this job. I hereby affirm that I am able to perform the job without limitations and have not knowingly withheld any information relating to these requirements.

Employee's Signature: _____

Date: _____

