



Job Description

Position Title: Housekeeper

Effective: 8/19/24

Reports to: Housekeeping Manager

Status: Full-time; Hourly; Non-exempt

Essential Functions: This position must provide clean, sanitary, comfortable, orderly, and satisfying surroundings for the guests, employees, and the public. The housekeeper promotes sanitary conditions which prevent the spread of infection and odors. They may be required to perform tasks which involve exposure to visible blood contamination or reasonably anticipated blood contamination. The housekeeper must follow the required procedures for handling, cleaning, disposing, or moving of objects/materials and/or the cleanup of blood, infectious materials, or body fluids containing blood in accordance with the OSHA Blood-borne Pathogen Standard Exposure Control Plan for Blood-borne Pathogens.

Essential Duties:

- Operate various mechanized cleaning equipment, such as vacuums, polishers, buffers, etc.
- Maintain facility in a sanitary and infection-free condition through washing, cleaning, and replacement of equipment and furnishings.
- Requires working in damp, dusty, and dirty areas.
- Must clean up human waste and other body fluids, as required.
- Responsible for disposal of trash, waste, and other disposable materials.
- Must handle various cleaning solvents, chemicals, etc. Must comply with all regulations such as OSHA, EPA, State Health Department, etc.
- Plan work schedule for major tasks.
- Damp dust furniture, light fixtures, windowsills, etc.
- Empty trash containers daily.
- Clean wash basins, mirrors, commodes, tubs, and showers daily.
- Check all vacant rooms daily to keep fresh.

- Report any needed repairs immediately to supervisor (such as leaky faucets or toilets, loose tile, broken windowpanes, missing nuts or screws, beds needing repair, etc.).
- Use safety precautions in all housekeeping services.
- Other duties, as assigned.

Requirements:

- *Physical Requirements:* Ability to stand, lift, carry, walk, sit, push, and pull for long periods of time; must be able to lift 50-75lb.
- Ability to work a flexible schedule, including days, evenings, weekends, and holidays.
- Valid driver's license.

Competencies:

- Ability to work well independently and meet deadlines.
- Ability to communicate effectively.
- Ability to plan and prepare for assigned tasks.
- Ability to follow directions and work cooperatively with others. Teamwork is essential.
- Exhibit fine attention to detail.
- Ability to use critical thinking and resources to solve problems.

Employee Signature:

Date:

Supervisor Signature:

Date: