



## Job Description

**Position Title:** Housekeeper

**Effective:** 1/1/2017

**Reports to:** Executive Housekeeper

**Status:** Part-time, hourly

**Essential Functions:** This position must provide clean, sanitary, comfortable, orderly and satisfying surroundings for the guests, employees, and public. The housekeeper promotes sanitary conditions which prevent the spread of infection and odors. She/he 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 clean-up 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:

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- 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, window sills, 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 window panes, missing nuts or screws, beds needing repair, etc.).
- Use safety precautions in all housekeeping services.
- Other duties, as assigned.

**Requirements:**

This position demands good physical and mental health. The housekeeper will be required to lift, carry, walk, sit, push, pull and work a flexible schedule, must be able to move continuously during work hours and able to lift and/or carry 50 to 75 pounds.

**Competencies:**

1. Ability to work well independently and meet deadlines.
2. Ability to communicate effectively.
3. Ability to plan and prepare for assigned tasks.
4. Ability to follow directions and work cooperatively with others. Teamwork is essential.
5. Exhibits fine attention to detail
6. Ability to use critical thinking and resources to solve problems.

Employee Signature: \_\_\_\_\_ Date:

Supervisor Signature: \_\_\_\_\_ Date: