



POSITION DESCRIPTION

I. IDENTIFICATION:

EMPLOYEE NAME: _____

TITLE: **HOUSEKEEPER**

DEPARTMENT: Housekeeping

SUPERVISOR: Housekeeping Supervisor

II. POSITION SUMMARY:

Under the general direction of the Housekeeping Supervisor, the Housekeeper is responsible for providing a variety of duties for the cleaning and maintenance of the hospital in accordance with established standards.

III. ESSENTIAL FUNCTIONS:

- Must be able to operate all appropriate equipment in a safe and appropriate manner.
- Responsible for performing the following duties: Empty trash, high dust, clean horizontal surfaces, spot clean walls as needed, clean fixtures, windows, vents, lights, furniture, sinks, toilets, phones, restock soap/paper supplies, dust mop floors, disinfect floor or vacuum carpet.
- Responsible for working in the following areas: Patient rooms in Med/Surg area and Psychiatric Unit, Pharmacy, Lab, patient/public restrooms, patient/staff dining rooms, nurses stations, staff lounges, offices, physician's room, waiting areas, lobbies, and corridors.
- Responsible for distributing clean linen to all designated closets for clean linen. Picking up soiled linen from designated area and transport to central soiled linen storage.
- Responsible for transporting special waste from point of generation to storage.
- Responsible for cleaning, stocking, and properly storing cleaning cart and equipment at the end of shift.
- Responsible for performing other related duties that may be assigned by the Housekeeping Supervisor or his/her designee.

IV. **EDUCATION/EXPERIENCE REQUIREMENTS:**

High school graduate or equivalent experience preferred. Must be able to read and write English and follow oral and written instructions. Previous experience in hospital housekeeping services preferred.

Must pass ProAct (for southwest only)

V. **PHYSICAL DEMANDS**

- a. Physical Activity - Exerting up to 50 pounds of force occasionally and/or up to 35 pounds of force frequently, and/or up to 15 pounds of force constantly to move objects.
- b. Working Hazards or Risks – Potential for musculoskeletal injuries due to moving or lifting supplies and equipment; potential for exposure to infectious processes and hazardous substances within the hospital environment.
- c. OSHA Blood Borne Risk Category I.

I have received a copy of this Position Description and its contents have been reviewed with me.

Employee Signature

Date