



POSITION DESCRIPTION

I. IDENTIFICATION:

EMPLOYEE NAME: _____
TITLE: **JANITOR**
DEPARTMENT: Housekeeping
SUPERVISOR: Housekeeping Supervisor

II. POSITION SUMMARY:

Under the general direction of the Housekeeping Supervisor, the Janitor is responsible for the general appearance of floors for the entire hospital and other related duties in accordance with established standards.

III. ESSENTIAL FUNCTIONS:

- Must be able to operate all appropriate equipment in a safe and appropriate manner.
- Responsible for cleaning tile floors to include dust mopping, damp mopping, stripping, waxing, buffing, sanitizing, and disinfecting.
- Responsible for cleaning carpets or rugs. Areas to include vacuuming, shampooing, extracting and bonnet buffing.
- Responsible for assisting with general cleaning duties which may include, but not limited to, patient rooms, offices, public areas, waiting room, etc., as assigned by the Housekeeping Supervisor or his/her designee.
- Responsible for cleaning and properly storing equipment and supplies at the end of shift.
- Responsible for any other duties that may be assigned by the Housekeeping Supervisor or his/her designee.

IV. EDUCATION/EXPERIENCE REQUIREMENTS:

High school graduate or equivalent 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 65 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