

**NORTHEAST MONTANA HEALTH SERVICES – NEMHS**

**JOB DESCRIPTION**  
**HEAD HOUSEKEEPER**

**NAME:** \_\_\_\_\_

**ACCOUNTABLE TO: DIRECTOR OF ENVIRONMENTAL SERVICES**

**PURPOSE OF YOUR JOB POSITION**

The primary purpose of you job position is to perform the day-to-day functions of the housekeeping department and laundry in accordance with Federal, State, and Local Regulations and the regulations governing our facility, and as may be directed by your Supervisor, to assure that our facility is maintained in a clean, safe, and comfortable manner.

To coordinate and direct the activities of the Housekeeping Department. To supervise the cleanliness and upkeep of the hospital or nursing home which includes 25 apartments, laundry room, beauty shop, and activity room in the apartment area.

Every effort has been made to make your job description as complete as possible. However, it in no way implies or states that you will not be required to perform other duties as appropriate.

**WORKING CONDITIONS**

1. Is subject to sitting, bending, standing, and lifting during working hours.
2. Is subject to infectious diseases and hazardous waste.
3. Is subject to frequent interruptions.
4. Is subject to hostile, emotionally upset patients, residents, and visitors.
5. Must be willing to work in all areas of the facility.
6. Must be willing to work beyond normal working hours, weekends, and holidays.

**ESSENTIAL EDUCATIONAL REQUIREMENTS**

1. Three years experience preferable in an environmental service department.

**ESSENTIAL JOB FUNCTIONS**

1. Must be able to work flexible hours.
2. Must be able to speak the English language in an understandable manner.
3. Must be able to cope with the mental and emotional stress of the position.
4. Must be able to see and hear, or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met.

5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, family members, physicians and co-workers.
6. Must be in good general health and demonstrate emotional stability.
7. Must be able to relate to and work with the ill, disabled, elderly, emotionally upset, and at times hostile people within the facility.
8. Must be able to lift a minimum of 50 pounds.
9. Must display ability to maintain absolute confidentiality at all times.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Monitors employees work schedules.
  - a. Monitor as required completing daily tasks in accordance with nursing home or hospital policies.
  - b. Monitor schedule for each month.
2. Ensure that each department has adequate equipment and maintains equipment in good working condition.
  - a. Maintain sufficient equipment in each department.
  - b. Maintain equipment in good working condition.
3. Dusts, mops and buffs floors on a routine basis.
  - a. Clean resident/patient rooms and bathrooms, dining room, shower rooms, front and back entrances, lobby, vacuum employee bathroom, and public restrooms (FLH - sunrooms) on a daily basis.
  - b. FLH - Clean apartments as scheduled
  - c. FLH - Clean therapy room.
  - d. Make sure cleaning cart and cleaning supplies are ready for the next day.
4. Schedule and complete annual cleaning projects.
  - a. Clean all windows bi-yearly.
5. Special or isolation cleaning.
  - a. Works with nursing staff to coordinate and schedule cleaning.
  - b. Follow procedures for each case.

- c. Follow instructions given by Director of Environmental Services or Site Supervisor
- 6. Dust furniture daily, in lobby area on a daily basis.
- 7. Check all unoccupied rooms daily for cleanliness.
- 8. LRHC - Schedule and complete Listerud Rural Health Clinic's cleaning as per NEMHS policies and procedures.
- 9. Attends in-service programs.
  - a. Attends all programs yearly.
- 10. Abides by all Polices of Northeast Montana Health Services.
  - a. All Environmental Services Polices.
  - b. All Personnel Policies.
  - c. All OSHA Regulations.
  - d. All Cooperate Compliance
  - e. HIPAA
  - f. Hazcom/Blood Borne Pathogens

I have read the above job description and hereby agree to the above duties and responsibilities to the best of my ability.

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Supervisor

Date

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Employee

Date