

NORTHEAST MONTANA HEALTH SERVICES
JOB DESCRIPTION
HOUSEKEEPER

NAME: _____

ACCOUNTABLE TO: **DIRECTOR OF ENVIRONMENTAL SERVICES**

PURPOSE OF YOUR JOB POSITION

The primary purpose of your 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 provide a sanitary and attractive environment for patients and staff.

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. Knowledge of institutional cleaning helpful.
2. Must have ability to read and understand cleaning compounds.

ESSENTIAL JOB FUNCTIONS

1. Must be able to move intermittently throughout the workday.
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. Dust, mop and buff floors on a routine basis.
 - a. Work with all departments as needed.
 - b. Clean resident/patient rooms and bathrooms, dining room, shower rooms, front and back entrances, lobby, vacuum employee bathrooms, and public restrooms (FLH sun rooms) on a daily basis.
 - c. FLH - Clean apartments twice a week.
 - d. FLH - Clean therapy room once a week.
 - e. TH – Clean surgery and OB after each case following procedure as directed by nursing.
 - f. Clean floors in all departments daily.
 - g. Make sure cleaning cart and cleaning supplies are ready for the next day.
2. Work with nursing staff to coordinate and schedule cleaning for special or isolation cleaning.
 - a. Follow procedures for each case.
 - b. Follow instructions given by Head Housekeeper and/or Director of Environmental Services.
3. Dust furniture daily in lobby areas.
4. Check all unoccupied rooms daily for cleanliness.
5. Attend in-service programs.
6. Schedule and complete Listerud Rural Health Clinic's cleaning as per NEMHS policies and procedures.

7. Follow instructions given by Head Housekeeper or Director of Environmental Services.
8. Abides by all policies on Northeast Montana Health Services.
 - a. All Environmental Services Policies.
 - 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.

Supervisor

Date

Employee

Date