

Black River Memorial Hospital
JOB DESCRIPTION/PERFORMANCE APPRAISAL

Job Title: Housekeeper	Employee Name:
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Created on: 11/1/94	Department: Environmental Services	Pay Type: Non-exempt
Reports To: Environmental Services Director	Reviewed on: 09/12/06, 05/11/12, 2/17/17	Revised: 11/01/94, 08/01/96, 01/06/00, 01/01/01, 12/01/03, 09/15/04, 05/01/06, 10/08/09, 08/26/10, 12/16/11, 02/04/13, 09/15/14, 06/27/16

POSITION SUMMARY: Performs all room cleaning operations within hospital property as directed.			
I. Essential Duties and Responsibilities	E	S	U
1. Prepares and cleans various types of rooms and floors following specified department protocols and standards.			
2. Cleans critical areas such as surgery, delivery rooms, exam rooms and isolation areas following specific protocols.			
3. Performs housekeeping PM as per schedule. Replenishes supplies in assigned areas as needed.			
4. Uses safe methods when handling chemicals and cleaning solutions in daily work practice.			
5. Uses accepted body mechanics when performing work duties.			
6. Follows the hospital's attendance policy.			
Additional Duties			
7. Assists hospital personnel with transporting and moving patients on an as needed basis.			
8. Performs other duties as assigned or as opportunities arise.			

Educational Qualifications:

- Basic reading and comprehension skills required.
- High School Diploma or General Education Degree (GED) preferred.

Work Relationship:

- Reports directly to the Environmental Services Director.
- Works closely with nursing staff and patients.
- Works regularly with other members of Environmental Services staff.
- Occasional contact with staff in all departments of the hospital.

Working Conditions:

- Work is performed largely in a pleasant hospital, nursing home, school, home environments with minimal chance for personal injury.
- Occasionally works near moving mechanical parts and in high, precarious places.
- Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.
- Occasionally has the potential of exposure to blood and body fluids.
- It is an expectation of this position that Standard and Transmission-based Isolation precautions will be followed along with appropriate use of personal protective equipment.
- The noise level in the work environment is usually moderate.

Physical Requirements:

- Frequently required to stand, walk, stoop, kneel or crouch.
- Occasionally required to sit or climb.
- Required to use hands to handle or feel objects, tools or controls.
- Frequently required to lift and/or move up to 35 pounds.
- Occasionally required to lift and/or move over 35 pounds of supplies and equipment with assistance.
- Requires specific vision abilities for far vision, near vision, depth perception, colors, accommodation and peripheral vision.
- Vision correctable to 20/40.

Acknowledgement:

This job description/evaluation describes the general nature and level of work performed by an employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the department director or administration. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with disabilities.

Employee Signature

Date