

JOB DESCRIPTION

HOUSEKEEPER

Department: Housekeeping
Reports to: Director of Plan Operations
Date: 12/2021

I. Position Summary:

Responsible for a variety of general cleaning tasks in maintaining patient rooms, offices, hallways or other assigned areas of the hospital in a sanitary and attractive condition.

Performs other duties as required.

II. General Accountabilities:

1. Accountable for meeting JCAHO and Title XXII requirements.
2. Accountable for meeting current hospital standards.
3. Accountable for demonstrating current knowledge of hospital and departmental policies and procedures.
4. Accountable for maintaining good communications and interpersonal relations with patients, visitors, physicians and hospital employees.
5. Accountable to maintaining a good record of attendance and punctuality.

III. Age Appropriate Guest Relations

1. Accountable for presenting a courteous and helpful demeanor to all infant, pediatric, adolescent, adult or geriatric patients, visitors, other employees or medical staff members, or any other person and employee encounters while representing Stanislaus Surgical Hospital.

IV. Accountable for observing safety precautions to ensure a safe environment for infant, pediatric, adolescent, adult or geriatric patients and visitors.

V. Position Accountabilities:

1. Accountable for maintaining assigned areas in a clean, sanitary and attractive manner in accordance with established Housekeeping Department policies and procedures.

Duties:

- a) Dusts furniture, woodwork and equipment.
- b) Polishes and cleans fixtures.
- c) Washes furnishings, floors, walls, ceilings and windows.

2. **Accountable for maintaining adequate stock of disposable items in assigned areas.**

Duties:

- a) **Checks for adequate supplies of toilet tissue paper towels, liquid hand soap and sanitary toilet seat covers.**
- b) **Informs Department Director of unusual usage of supplies or when supplies reach critical levels.**

3. **Accountable for maintaining all work related equipment.**

Duties:

- a) **Keeps equipment clean, orderly and in safe operating condition.**
- b) **Reports damaged or unsafe equipment to the Department Director.**

4. **Accountable for selecting the proper cleaning supplies for assigned duties.**

Duties:

- a) **Selects supplies in sufficient quantity to complete the shift's assignments.**
- b) **Uses supplies in an economically prudent manner, ensuring cleaning products and / or supplies are not wasted.**

5. **Accountable for reporting to work in required uniform.**

Duties:

- a) **Maintains uniform in a neat and clean manner.**
- b) **Wears footwear that is clean and safe for assigned responsibilities.**

V. Qualifications

1. Educational Requirements

High School diploma or Equivalent

2. Experience Desired:

1 to 2 years

3. **Equipment** – List machines, tools or other equipment regularly used in performing this job:

Upright vacuum cleaner, carpet shampooing equipment.

4. **Physical Requirements**

- A. Bending
- B. Lifting
- C. Push/Pull
- D. Reaching
- E. Squat/Kneel
- F. Standing
- G. Twisting
- H. Walking

- I. Lifting up to 50 pounds
- J. Working on uneven surfaces
- K. Exposure to dust, fumes, gases and chemicals
- L. Exposure to communicable diseases

Employee Signature

Date