

## **JOB DESCRIPTION**

### **HOUSEKEEPER/Light Maintenance/Security**

**Department:** Facilities Maintenance/Plant Operations  
**Reports to:** Director of Operations  
**Date:** 12/2022

**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) Floor care/Buffering
- c) Washes furnishings, floors, walls, ceilings and windows.

**2. 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.**

**3. 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.**

**4. 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.**

**Light Maintenance:****I. Position Summary:**

II. Responsible for performing a variety of duties in the repair, servicing and general maintenance of the hospital's physical plant and equipment. Completes basic plumbing, and electrical repairs. Services basic hospital equipment, making repairs and/or adjustment as needed. Performs basic carpentry, painting and other related duties. Performs other duties as required.

III. General Accountabilities: The following are essential job functions and accountabilities.

1. Accountable for meeting regulatory requirements.
2. Accountable for meeting current hospital standards, as defined by the Stanislaus Surgical Hospital Employee Handbook.
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 for maintaining a good record of attendance and punctuality.

6. Accountable for following all hospital and departmental safety policies.

#### Age-Appropriate Guest Relations

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

IV Position Accountabilities: List the final results for which the position is held accountable, followed by a list of duties which must be completed in order to meet the stated objectives of the position. After each accountability, weight its Importance in terms of time spent.

1. Accountable for maintaining the hospital's plumbing, and electrical.  
Duties:
  - a. Performs routine maintenance on plumbing, and electrical.
  - b. Repair toilets, water and steam lines, clogged drains and sprinkler systems.
2. Accountable for general building maintenance.  
Duties:
  - a. Complete minor building repairs requiring general carpentry, painting, plastering and other related duties.
  - b. Responds to work orders submitted by other hospital departments for general building maintenance and repair.  
25%
3. Accountable for the maintenance and repair of hospital equipment.  
Duties:
  - a. Performs routine maintenance on beds, furniture and other hospital equipment.
  - b. Responds to work orders requesting equipment repair.
  - c. Repairs hospital equipment, contacting manufacturers and/or service contract firms if unable to complete repairs.  
20%
4. Accountable for the movement and storage of hospital property.  
Duties:
  - a. Responds to work orders requesting the movement of equipment and records to offsite storage.
  - b. Maintains contents of offsite storage lockers, ensuring records and equipment are properly stored in order to avoid damage.  
20%

**Security:****VI. Position Summary: Briefly describe the major duties and responsibilities of the position.**

Provides a secure and safe environment that allows patients, visitors, physicians, personnel and volunteers to deliver or receive quality services with minimal threats against their personal well-being and property. Protecting patients, visitors and personnel from harm and reasonable fear of harm by maintaining an equitable level of order, control and safety. To secure, unlock and patrol Stanislaus Surgical Hospital facilities, buildings, and grounds to prevent fire, theft, misuse and vandalism.

Performs other duties as required.

**VII. General Accountabilities: The following are essential job functions and accountabilities.**

- PROVIDES A VISIBLE DETERRENCE TO CRIME AND PROHIBITED ACTIVITIES ON THE GROUNDS AND THROUGHOUT THE BUILDINGS OF STANISLAUS SURGICAL HOSPITAL
- Thoroughly performs interior building and ground patrols to inspect doors, thoroughly performs windows and locks to determine level of security. A minimum of three (3) tours/per shifts will be performed daily.
- Secure or unlocks all facility doors/entrances at specific facility times.
- Courteously question all persons on facility premises after visiting hours, where not authorized for access. Demonstrates good judgement in routing appropriately, or detaining, all unauthorized persons in accordance with departmental policy.
- Courteously escort visitors, patients and personnel to-and-from facility parking areas in a timely manner. All requests for escort services will be responded to within (5) minutes from the time of request under normal circumstances. When an emergency situation is in effect responses will be as the time permits.
- Thoroughly inspects outgoing parcels and equipment, as necessary, to prevent theft of facility and employee property officer and/or Security Supervisor by completing an incident report, by the end of the worked shift.
- Reviews daily Pass-Down Log at the start of each worked shift and completes entries accurately.
- Thoroughly inspects all Security Services Department equipment in accordance with departmental policy.
- Demonstrates good judgment and maintains confidentiality while using electronic security equipment (closed-circuit television, radios, alarms, etc.).
- Inspects all elevators interior fire escapes, stairwells to ensure that there are no obstructions and these areas are well lit, reporting any identified discrepancies
- Thoroughly communicates incidents of unusual circumstances reported by facility personnel, visitors, physicians or patients to the Nursing supervisor, House Supervisor and/or Administrative Nursing Supervisor on duty at the time of the incident. Reports all incidents in writing to Site Lead Security Officer and/or Security Supervisor by completing an incident Report, by the end of the worked shift.

**RESPONDS QUICKLY AND EFFECTIVELY TO EMERGENT AND NON-EMERGENT SITUATIONS.**

- Provides assistance and/or information to patients, visitors, physicians, volunteers, students and staff in order to maintain their safety, security and good public relations.
- Demonstrates good judgement and responds immediately to all STAT and routine calls.
- Demonstrates good judgement and responds to all fire alarm responses in accordance with procedures outlined in the Environment of Care manual (EOC).
- Demonstrates good judgement and responds to all emergency calls for assistance to control disorderly conduct or combative patients in accordance with the procedures outlined in EOC Manual.
- Demonstrates good judgement and responds to all bomb threats or reports of suspicious packages in accordance with the procedures outlined in the EOC Manual.
- Demonstrates good judgement and responds to all evacuation incidents in accordance with the procedures outlined in the EOC Manual.
- Demonstrates good judgement and responds to all chemical spills, for crowd control purposes, in accordance with the procedures outlined in the EOC Manual.
- Works well with outside law enforcement agencies.

**VIII. Working Conditions**

- **Tactile/Feeling Required:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Hearing Required:** Perceiving the nature of the sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
- **Talking Required:** Expressing or exchanging ideas by means of the spoken word, those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
- Perform C.P.R. in emergent situations.
- Possibly contact with body fluids.
- Works near or with hazardous equipment or machinery.
- Exposure to dust, gas or fumes, chemicals.
- Exposure to noise.

- Exposure to temperature below 32 degrees F, such working in the freezer or outside in freezing temperatures.
- Exposure to temperature above 90 degrees F, such as working outside.
- Ability for rapid mental and muscular coordination simultaneously.
- Working in narrow space or one that has limited or restricted means for entry or exit.

**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 and buffing.d

**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

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Employee Signature

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Date