

JOB DESCRIPTION

JOB TITLE: Nursing Home Housekeeper

Department: Environmental Services

Job Relationships:

Supervised by: Director of Environmental Services

Supervises: None

POSITION SUMMARY:

Performs housekeeping and cleaning activities within well established guidelines and assigned areas.

QUALIFICATIONS: Education, Training, Experience, and Abilities

Grade-school education.

Must be able to read, write, and speak English as to be understood effectively by another individual.

Ability to follow oral directions.

Personal cleanliness.

Pleasant, tactful, courteous.

Physically healthy and strong enough to perform duties.

Ability to cooperate with other employees.

Willingness to perform routine, repetitive tasks on a continuous basis.

Perform tasks despite frequent interruptions.

Economical use of supplies, care and use of equipment. Any satisfactory combination of education, training, experience, or abilities in a related field.

Must be able to accomplish all responsibilities without supervision or other employee assistance after the training period is completed, and do so without injury to oneself or other individuals.

Must be able to fully understand and complete Dementia In-Service.

RESPONSIBILITIES:

1. Follows cleaning schedule (daily, weekly, monthly, etc.) as outlined for housekeeping department.
2. Cleans assigned areas, furnishings, and fixtures according to established housekeeping procedures.
3. Cleans floors: Dry mops, wet mops, sweeps, waxes, buffs, disinfects where and when necessary. Performs emergency housekeeping where accidents occur.

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4. Cleans movable and stationary furnishings and fixtures: Dusts, spot cleans or washes, disinfects when necessary, polishes where required. This includes the cleaning of ledges, shelves, vents, etc. Empties and cleans ashtrays. Empties, cleans and relines wastebaskets. Straightens or rearranges furniture as directed. Inspects furnishings for wear and defects and reports to Director of Housekeeping.
5. Cleans bathroom (resident, private): Cleans and disinfects all fixtures, floors, and walls as directed. Washes windows and mirrors. Replenishes bathroom supplies.
6. Cleans walls, windows, doors, and ceilings: Spot cleans between washings, washes, disinfects when necessary. Walls and ceilings and ceiling fixtures are cleaned as scheduled.
7. Cleans entrances and exits: Cleans as directed above for floors and walls.
8. Cleans all horizontal surfaces daily or as required, removing dust, dirt, or greasy film, using disinfectants where necessary such as in resident care areas.
9. Performs terminal cleaning duties according to established procedure (see nursing procedure manual) in resident rooms when resident has been discharged or transferred, and prepares room for new occupant.
10. Performs cleaning duties in isolation units when resident is transferred, according to established procedure (see nursing procedure manual).
11. Removes for cleaning and re-hangs curtains, drapes, and dividers. Changes light bulbs. Removes waste and disposes of waste and trash. Waters. Flowers. Sends soiled linens to laundry.
12. Reports observations concerning structural and equipment wear, defects and malfunctioning to supervisor.
13. Reports supply and equipment needs to Director of Housekeeping for replenishing.
14. Maintains equipment used in performing duties.
15. Relieves laundress as scheduled or on a PRN basis.
16. Other duties as assigned.
17. Other miscellaneous related duties as assigned.

JOB DEMANDS: Physical, Emotional

Strenuous physical activity involved (walking, standing, lifting).

Must be able to lift 50 pounds; stretch arms above head; bend to clean under furniture.

On feet most of workday.

Pushes, pulls, lifts, cleaning equipment and supplies.

May stand on chair or small stepladder to reach high places.

Exposed irregularly to infection when entering resident rooms.

Subject to reactions from heavy dust, housekeeping and disinfecting solutions.

Subject to falls from ladders and slipping on wet floors.

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All work areas have good lighting and ventilation.

Must be on constant alert for possible injuries to patients.

Exposed to odors.

Exposed to physical and emotional disabilities of the aged, which may include combative residents.

Exposures to infectious diseases are possible. Employees who are immunosuppressed should be aware of the potential hazards.

I have received a copy of this job description. I have read and understand the job qualifications, responsibilities and demands.

Signature

Date

06/04

EMPLOYEE EVALUATION FORM - NURSING HOME HOUSEKEEPER

SPECIFIC CRITERIA

PERFORMANCE LEVELS

	NEEDS TO IMPROVE	AVERAGE	ABOVE AVERAGE	SUPERIOR
Cleaning of assigned areas.	_____	_____	_____	_____
Cleaning of floors (dry mop, wet mop).	_____	_____	_____	_____
Cleaning of movable and stationary furnishings and fixtures.	_____	_____	_____	_____
Cleaning of bathrooms (Resident, public).	_____	_____	_____	_____
Performing cleaning duties in an isolation unit.	_____	_____	_____	_____

COMMENTS: _____

PERSONAL GOALS FOR NEXT EVALUATION PERIOD: _____

A copy of this report has been given to me and has been discussed with me.

Employee

Date

Supervisor

