

## GENERAL HOUSEKEEPING

**Department:** Housekeeping  
**Supervisor:**  
**Salary Range:**  
**Shift:**  
**FLSA Status:** Non-exempt

### QUALIFICATIONS

**EDUCATION &  
CREDENTIALS:**

Housekeepers must possess the ability to read, write, speak and follow written and oral instructions in English. High school education or G.E.D. preferred, but not required. May not be a debarred provider.

**REGULATORY  
COMPLIANCE  
REQUIREMENTS:**

Housekeepers are required to report any arrest, charge, or conviction of a crime other than a traffic violation, and receipt of notice of any agency investigation or charge, including investigations relating to licensure, certification status, or dependent adult or child abuse within 48 hours and may not perform services pending such report. Failure to report such an arrest, charge, conviction, investigation or similar issue may result in termination.

Housekeepers must understand the nature of resident care and resident rights and comply with these requirements at all times.

A General Housekeeper who reasonably believes a dependent adult has suffered dependent adult abuse is required to report suspected abuse to the Administrator within twenty-four (24) hours.

During the course of employment Housekeepers are also required to report any information that may impact patient/resident care, including, but not limited to, violations of resident rights and HIPAA violations to his/her supervisor or \_\_\_\_\_.

**CONTINUING  
EDUCATION  
REQUIREMENT:**

Housekeepers are required to complete annual 12-hour in-service training programs. Failure to complete the 12-hour in-service training program, or any other requirement under internal policies, local, state or federal law may result in termination.

**WORK  
EXPERIENCE:**

Previous similar work experience is preferred, but not required. On-the-job training will be provided.

## GENERAL JOB SUMMARY

Housekeepers are responsible for housekeeping and cleaning functions. Housekeepers are responsible for working in and around resident care areas and in the common areas of the facility. Work is on both a routine basis and as-needed basis in the event of staffing shortages or needs for immediate cleaning of any area.

## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Housekeepers have an overall responsibility for duties relating to cleaning the resident care facility. All of the following duties are essential unless otherwise noted:

1. Meet establish standards and work procedures for the housekeeping staff in accordance with the established policies of the institution.
2. Be aware of the physical condition of the facility. Recommend painting, repairs, furnishings, relocation of equipment and reallocation of space to improve sanitation, appearance, and efficiency if observed. Report any unsafe condition.
3. Provide cleaning services.
4. Understand and properly operate all cleaning equipment.
5. Maintain facility to appropriate levels.
6. Follow all infection control procedures.
7. Interact with residents as needed.
8. Attend meetings and trainings as required.
9. Ability to reasonably conform to all rules and policies of the facility.
10. Other Duties: (Fill in) \_\_\_\_\_  
\_\_\_\_\_
11. Other duties as required.

## PHYSICAL ACTIVITY REQUIREMENTS AND ENVIRONMENT

**Lifting Requirements:** Housekeepers, are frequently called upon to lift objects up to 20 lbs. during house cleaning duties including linens, towels, cleaning equipment and garbage containers. Housekeepers will occasionally be called upon to lift objects between 20 and 35 lbs. while performing cleaning duties. Housekeepers will rarely be called upon to lift in excess of 40 lbs. Push/pull requirements of 40 lbs. are common. Machinery used may cause vibrations, twists, and turns

**Carrying Requirements:** Housekeepers will frequently be called upon to carry items up to 20 lbs. in weight while cleaning or carrying supplies to rooms. Housekeepers will occasionally be called upon to carry cleaning supplies between 10 and 50 lbs. Housekeepers will rarely have to carry any objects in excess of 50 lbs.

**Safety:** Various safety protocols and assistive devices are utilized to perform job functions. Housekeepers must be capable of using all such devices efficiently and safely and all such devices must be used pursuant to facility policies. Housekeepers must be familiar with and follow all facility safety policies.

**Sight Requirements:** Housekeepers are required to have vision corrected to average in order to assess and respond to residents, family members, physicians, co-workers and others and to determine the accuracy, neatness, and thoroughness of the work assigned and to operate machinery.

**Hearing Requirements:** Housekeepers are required to interact with co-workers and others and have a method of communication which allows for work flow and ability to respond to residents, family members, physicians, co-workers and others.

**Socialization Requirements:** Housekeepers are required to maintain excellent socialization and communication skills in and around residents, family members, physicians, co-workers and others.

**Other Physical Requirements:** Housekeepers, push and pull cleaning equipment and supplies. Housekeepers may be required to climb on a stepladder or stool to clean difficult to reach spaces. Housekeepers must have the ability to reach with hands and arms, climb or balance, bend, stoop, kneel, crouch or crawl and work in a standing position for an extended period of time.

**Environment:**

- Exposure to general resident care environment.
- Exposure to resident variables such as inappropriate language or physical behaviors due to compromised mental capacity.
- Exposure to moderate to substantial temperature variations including heat generated by machinery.
- Exposure to pharmacological preparations, biologicals, and potential biohazard materials including blood and other bodily fluids and medical sharp objects.
- Substantial exposure to chemicals, primarily cleaning solutions.
- Substantial exposure to equipment and machinery.
- Moderate to high noise levels exist.
- Infrequent work interruptions occur.
- Extended or variable hours may be required.

	Nvr 0%	Rare 1-5	Seld 6-19	Occas 20-33	Freq 34-66	Cont 67-100		Nvr 0%	Rare 1-5	Seld 6-19	Occas 20-33	Freq 34-66	Cont 67- 100
<b>LIFT</b>							<b>PHYSICAL ACTIVITIES</b>						
1 - 10 lbs.							Bend/Stoop					X	
11 - 20					X		Twist					X	
21 - 35					X		Crouch/Squat					X	
36 - 50					X		Kneel					X	
<b>CARRY</b>							<b>ENVIRONMENT</b>						
1 - 10 lbs.							Crawl				X		
11 - 20					X		Walk-Level					X	
21 - 35				X			Walk-Uneven		X				
36 - 50				X			Climb Stairs				X		
<b>PUSH</b>							<b>HAZARDS</b>						
1 - 10 lbs.							Climb Ladder					X	
11 - 20					X		Reach Over Shldr				X		
21 - 35					X		Use Arms					X	
36 - 50					X		Use Wrists					X	
<b>PULL</b>							<b>HAZARDS</b>						
1 - 10 lbs.							Use Hands					X	
11 - 20					X		Grasping					X	
21 - 35					X		Fingering					X	
36 - 50					X		Foot Control	X					
<b>HAZARDS</b>							<b>HAZARDS</b>						
Blood Borne Pathogens <input type="checkbox"/>				Mechanical <input type="checkbox"/>				Inside					X
Electrical <input type="checkbox"/>	Radiant <input type="checkbox"/>				Burns <input type="checkbox"/>				Outside				
Explosive <input type="checkbox"/>				Other <input type="checkbox"/>				Heat					
							Cold						
							Dusty						
							Noisy						
							Humid						