



## *Pearl City Nursing Home* **JOB DESCRIPTION**

**POSITION:** HOUSEKEEPER

**STATUS:** Non-exempt  
Various shifts (day, evening, night)  
Full-Time, 8 hours/shift; 40 hours/week (1.0 FTE)  
Part-Time, 24 hours/week (0.6),  
Casual, Call-in

**REPORTS TO:** ENVIRONMENTAL SERVICES COORDINATOR/ LEAD HOUSEKEEPER

### **POSITION SUMMARY:**

Cleans and services nursing facility building and performs a variety of housekeeping and linen duties, including performing specialized cleaning tasks and using special cleaning equipment and tools to maintain a clean, orderly and sanitary condition. Maintains linen and cleaning equipment and supplies in assigned areas, uses cleaning equipment and supplies, arranges and/or transports equipment, linen, furniture, and supplies, and trash.

### **WORKING CONDITIONS:**

Works in all areas of the facility. Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances. Is subject to hostile and emotionally upset residents, family members, etc. Is subject to falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, etc. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and Hepatitis B viruses. Frequent use of and contact with water, cleaning and disinfecting solutions.

### **EQUIPMENT USE:**

Uses and operates vacuum, broom, mop, dust pan, step ladder, mop wringer, bucket, squeegee, brushes, sweeping tool, cleaning chemicals and tools, wet floor signs, etc

### **WORK HOURS:**

Varies per status. Eight (8) hour shifts, weekdays, weekends, and holidays according to unit staffing needs. Overtime may be required, as well as rotation on weekends and other shifts as necessary.

### **MENTAL DEMANDS:**

Requires working a specific routine with frequent interruptions. Accepts supervision from a number of persons. Requires ability to do simple math, including addition and subtraction. Requires attention to detail to meet quality standards. Alert to signs on doors in resident care area to be followed and adhered to. Chemical labels and direction for use of product are strictly adhered to. Expected to complete work within time requirements/demands. Require some problem-solving and sound judgment and the ability to make some independent decisions. Frequently work with changes in demands and with emergency situations requiring prompt action. Have planning and organizational ability to prioritize jobs. Is subject to frequent interruptions and may need to reschedule cleaning activities.

### **PHYSICAL DEMANDS:**

Requires considerable pushing-pulling of up to 250 pounds and lifting of up to 50 pounds. Frequent carrying of objects weighing up to 30 pounds. Frequent stooping, kneeling, crouching, reaching, handling, fingering and stretching. Must be able to assist in the evacuation of residents. Must be able to hear sound to recognize malfunction or problem with equipment. Must be able to differentiate between bio-hazardous trash and general trash. Work requires frequent walking and standing, occasional climbing.

### **COMMUNICATION DEMANDS:**

Communicates with housekeeping personnel and other facility personnel. Project schedules are read and followed through on a daily basis. Required to give directions/instructions to residents/guests/visitors as requested. Must be able to follow both oral and written instructions. Must be able to read, write, and understand the English language. Must be able to relate information concerning problems with residents to supervisor or nursing staff.

### **QUALIFICATION & REQUIREMENTS:**

- Minimum one-year high school education or equivalent.



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- Previous housekeeping experience preferred.
- Experience in healthcare facility preferred.
- Ability to speak clearly and to read and write English

**OTHER REQUIREMENTS:**

- Must have flexibility as well as the ability to work effectively with other personnel.
- Must be able to motivate and lead.
- Some training experience in operating cleaning and familiarity with cleaning materials and techniques preferred.
- Must be able to work with the ill, disabled, elderly, and sometimes emotionally upset or hostile resident or family member.
- Must be able to coordinate work with nursing staff to ensure residents not in immediate work area.
- Must have integrity, respecting resident’s property and rights.
- Must be patient and have tact

**A. SPECIFIC JOB DUTIES AND FUNCTIONS:**

1. Performs general cleaning of facility daily and as assigned in accordance with approved cleaning standards.
  - a. Cleans and maintains all vertical, horizontal, and floor surfaces.
  - b. Cleans and maintains restrooms, furniture, and equipment.
  - c. Removes trash and soiled linen following proper procedures. Cleans waste receptacles and transporting bins per standards.
  - d. Coordinates housekeeping tasks with nursing staff when performing cleaning assignments in resident living and/or recreational areas.
  - e. Replenishes dispensers and receptacles as required.
2. Follows established Infection Control policies and procedures.
3. Assists with receiving, collecting, inspecting, stocking, sorting, and distribution/delivery of linen and laundry.
4. Weekly inventory completed accurately and in a timely manner.
5. Checks for specific work assignments and instructions and takes necessary supplies, tools, or equipment to designated work area.
6. Accurately and consistently logs all projects and completed tasks.
7. Works effectively with Lead Housekeeper to prioritize tasks/assignments to meet needs to maintain clean and safe facility.
8. Assures needed equipment is clean and in good working condition.
9. Promptly notes and reports items and equipment needing repair or replacement and hazardous conditions requiring correction.
10. When conducting work that may require restricted access diligently places warning signs (i.e., wet floor, caution signs, tape off areas, etc.) and alerts passers by as necessary.

**B. OTHER JOB FUNCTIONS AND DUTIES:**

1. Attends and participates in meetings and committees as requested.
2. Performs other duties as required.

Acknowledged: \_\_\_\_\_ Date: \_\_\_\_\_  
PRINT NAME/ SIGNATURE