

Bethesda Home of Aberdeen, Inc.  
Job Description

\*\*Tasks may involve potential and/or direct exposure to blood, body fluids, infectious diseases, air contaminants and hazardous chemicals.

**TITLE: Housekeeper**

**SUPERVISOR: Housekeeping & Laundry Coordinator**

**JOB SUMMARY:**

The primary purpose of your job position is to perform the housekeeping, cleaning and disinfecting functions of the entire facility including but not limited to resident rooms, hallways, lounges, offices, dining rooms, Chapel area, and work areas in accordance with current regulations and guidelines.

**ESSENTIAL FUNCTIONS:**

- Perform assigned day-to-day housekeeping functions.
- May be required to clean additional areas than those assigned.
- Perform specific tasks in accordance with daily work assignments and established housekeeping procedures.
- Clean/polish furnishings, fixtures, ledges, room heating/cooling units, etc., in resident rooms and recreational areas daily or as instructed.
- Clean windows/mirrors in resident rooms, recreational areas, bathrooms, and entrance/exit ways and other areas as assigned.
- Clean floors, to include sweeping dusting, damp/wet mopping, stripping waxing, buffing, disinfecting, etc.
- Clean carpets, to include vacuuming, shampooing, deodorizing, and disinfecting.
- Clean, wash, sanitize, and/or polish bathroom fixtures including sinks and toilets.
- Clean walls and ceiling by washing, wiping, dusting, spot cleaning, disinfecting, deodorizing, etc.
- Remove dirt, dust, grease, film, etc., from surfaces using proper cleaning/disinfecting solutions.
- Clean hallways.
- Discard waste/trash into proper containers and reline necessary trash receptacles with plastic liner.
- Strip, wash, and make resident beds including turning mattresses according to schedule and as needed.
- Moves furniture with or without assistance to perform cleaning duties.
- Perform cleaning procedures, as instructed, when a resident is discharged, and/or transferred.
- Assure that cleaning schedules are followed as closely as practical.
- Clean work/supply carts, equipment, etc, as necessary/directed.
- Assure that an adequate inventory of housekeeping supplies are maintained.
- Coordinate housekeeping functions with the nursing and other departments.

**MARGINAL JOB FUNCTIONS:**

- Push residents to and from the dining room at meal times.
- Assist others in lifting heavy equipment, supplies, etc. as directed or requested.
- Complete resident property damage reports when needed.
- Must replace burned-out light bulbs throughout the facility, except ceiling fixtures.

### ESSENTIAL JOB EXPECTATIONS:

- Follow established safety precautions when performing tasks and using equipment and supplies.
- Assure that work performance is to the best of ability and effort
- Be accountable for use of time.
- Assure that work/assignment areas are clean and that equipment, tools, supplies, etc., are properly stored at all times, including before leaving such areas for breaks, meal times and end of the work day. Assure that assigned work areas are maintained in a clean, safe, comfortable and attractive manner.
- Assure that established infection control practices are maintained at all times.
- Adhere to work schedules as closely as possible including time and attendance.
- Must be able to deal tactfully with co-workers, residents, family members, visitors, government agencies and the general public.
- Follow established department and facility policies and procedures.
- Complete proper reports and forms when required as established by department and facility policies and procedures and/or as requested.
- Report all accidents/incidents to your supervisor.
- Must work harmoniously with residents and with other staff in all departments.
- Must represent facility in a calm and pleasant manner.
- Adhere to the appearance and dress codes of the facility
- Keep work/assignment areas free of hazardous objects, such as protruding mop/broom handles, unnecessary equipment, supplies, etc.
- Report all hazardous conditions or equipment.
- Attend and participate in in-service educational classes, departmental meetings, staff meetings, and committee meetings.
- Maintain the confidentiality of resident information.
- Honor the residents' personal and property rights.
- Knock before entering a resident's room.

### ESSENTIAL PHYSICAL DEMANDS:

- Must meet the general health requirements set forth by the policies of the facility (including state and federal guidelines).
- Must be able to transfer, push, pull and lift up to 30 pounds to a minimum height of 5 feet, a minimum distance of 100 feet.
- Work requires **frequent** lifting of 10-15#, and frequent pushing, standing, walking, squatting, forward bending, reaching forward, grasping light and grasping firm.
- Overhead reaching and climbing is required **occasionally**.

### WORK ENVIRONMENT:

- Works in all areas of the facility.
- Works outside when needed.
- Moves intermittently during working hours.
- Is subject to call-back during emergency conditions (severe weather, evacuation, post-disaster, etc)
- May be required to work on shifts, areas, and rotations other than the one for which hired.
- Works beyond normal working hours and on weekends and holidays, as well as in other positions as needed.

- Is subject to injury from falls, burns from equipment, odors, etc., throughout the work day, as well as reactions from dust, disinfectants, chemicals and other air contaminants.
- Is subject to exposure to infectious waste, communicable diseases, conditions etc.
- May be subject to hostile and emotionally upset residents, family members, personnel and visitors.

SPECIFIC REQUIREMENTS:

- Must be able to read, write, speak, and understand the English language.

EQUIPMENT:

- Housekeeping cart, mops, buckets, vacuum.
- Duties may require the use of a ladder or step stool.
- Works with cleaning chemicals.

EDUCATION AND EXPERIENCE:

- Prefer a minimum of a 12<sup>th</sup> grade education or equivalent.
- No experience required.

ACKNOWLEDGEMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position and agree to perform the duties required. I am aware that additional duties may be required of the position that are not currently listed and Bethesda has the right to amend, supplement, modify or eliminate one of more of the provisions within, without prior notice. I understand my employment is at-will and thereby understand that my employment can be terminated at any time with or without notice.

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Date

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Signature of Employee

