



Job Description

Job Title: Housekeeper
Department: Housekeeping
Reports To: Manager of Plant Operations
FLSA Status: Nonexempt
Prepared By: Human Resources
Prepared Date: 10/01/2009
Approved By: Manager of Plant Operations
Approved Date: 10/01/2009
Revised Date: 08/09/2023

SUMMARY

Keeps premises of facility in clean and orderly condition by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cleans rooms, offices, hallways, lobbies, lounges, rest rooms, corridors, elevators, locker rooms and other work areas.

Cleans and sanitizes surgical suites and surgery center. Sweeps, scrubs, waxes, and polishes floor.

Cleans and polishes lighting fixtures, metalwork, furniture, pictures, and trim.

Cleans and vacuums carpets, rugs, upholstered furniture, and draperies. Dusts furniture and equipment.

Washes walls, ceiling, and woodwork. Washes windows, door panels, and sills.
Empties wastebaskets.

Transports trash and waste to disposal area.

Replenishes bathroom supplies.

Transports small equipment or tools between departments.

Advises supervisor of low supplies.

Maintains a positive attitude toward patients, clients, visitors, and staff.

All other duties as assigned.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication - Listens and gets clarification; responds well to questions; participates in meetings.

Written Communication - Able to read and interpret written information.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own works to ensure quality.

Quantity - Completes work in timely manner.

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Undertakes self-development activities; asks for and offers help when needed.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to perform duties with little or no supervision.

CERTIFICATES, LICENSES, REGISTRATIONS

None

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee is occasionally required to lift and/or move up to 50 pounds, and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to caustic chemicals and/or blood borne pathogens. The noise level in the work environment is usually moderate.

I have read this job description and agree to work as assigned.

Employee Signature

Date