

CEDAR COMMUNITY

Housekeeping Associate

Department: Housekeeping

Job Status: Full Time

FLSA Status: Non-Exempt

Reports To: Environmental Service Manager

Grade/Level: High School or GED Preferred

Amount of Travel Required: 10-15%

Work Schedule:

Positions Supervised:

Full time hours including alternate weekends and holidays. Regular attendance is required. It is necessary to be flexible with the working hours to accommodate the schedules of the various facilities.

None

POSITION SUMMARY

The primary purpose of your job position is to perform the day-to-day activities of the housekeeping department in accordance with current federal, state and local standards, guidelines and regulations governing our facility and as may be directed by the Administrator, and/or the EVS Manager, to assure that our facility is maintained in a clean, safe and comfortable manner.

ESSENTIAL FUNCTIONS

- Maintain mobile cart according to facility requirements.
- Clean rooms, hallways, lobbies, lounges, restrooms, corridors and other work areas so that health standards are met.
- Empty wastebaskets and transport other trash and waste to disposal areas.
- Perform day-to-day housekeeping functions as assigned.
- Keep storage areas and carts well-stocked, clean, and tidy.
- Clean, polish and dust furnishings, fixtures, ledges, room heating/cooling vents, etc., in resident rooms, and general use area as instructed.
- Clean floors to include sweeping, dry/wet mopping, disinfecting and vacuum carpeting in public areas as assigned.
- Clean, disinfect bathroom following cleaning procedures.
- Remove dirt, dust, grease, film, etc., from surface using proper cleaning/disinfecting solutions and procedures.
- Hang draperies, and dust window blinds as directed.
- Assure that work/assignment areas are clean and that equipment, tools, supplies, etc. are properly stored at all times, as well as before leaving such areas for breaks, meal times and end of the workday.
- Maintain confidentiality of all resident information following HIPAA regulations.
- Perform terminal cleaning procedures, as instructed, when a resident is discharged and/or transferred to another room/area in coordination with nursing/social services.
- Assure that established infection control and universal precautions practices are maintained when performing housekeeping procedures.

- Assure that assigned work areas are maintained in a clean, safe, comfortable, and attractive manner.
- Dispose of refuse daily in accordance with our established sanitation and recycling procedures.
- Follow established safety precautions when performing tasks and when using equipment and supplies.
- Report all hazardous conditions or equipment to your supervisor.
- Report burned out light bulbs, exit lights, overhead lights, fluorescent lights, room call lights, etc., to maintenance as soon as practical.
- Clean and wash work/supply carts, equipment including beds, etc., as necessary or directed.
- Attend and participate in in-service educational classes, on-the-job training programs, etc., as scheduled or as directed.
- Perform cleaning duties in outer buildings as scheduled.
- Follow in-house resident moving procedures to coordinate with social services and nursing.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accurate - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Judgment - The ability to formulate a sound decision using the available information.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Education

Less than high school education

Experience

Six months to one year related experience

SKILLS & ABILITIES

Computer Skills

Basic computer knowledge

PHYSICAL DEMANDS

Physical Abilities

		Lift /Carry	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)		
Climb	O (Occasionally)		
Crawl	O (Occasionally)		
Squat or Kneel	O (Occasionally)		
Bend	O (Occasionally)		

Push / Pull

12 lbs or less	C (Constantly)
13-25 lbs	C (Constantly)
26-40 lbs	F (Frequently)
41-100 lbs	O (Occasionally)

N (Not Applicable)

Activity is not applicable to this occupation.

O (Occasionally)

Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently)

Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly)

Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near, Distance, Color, Peripheral, Depth Perception)

Sense of Sound (able to hear voice activated fire alarms, resident's alarms, and able to hear the ring and voice of)

Sense of Smell

Sense of Touch

Ability to wear Personal Protective Equipment (PPE) (gloves, masks, gowns, eye protection)

WORK ENVIRONMENT

The Housekeeper Associate works inside the building, which is climate, controlled at 72 degrees. There may be exposure to infectious waste, diseases, conditions, etc., loud and unpleasant noises. There is frequent exposure to dust and chemicals. May be subject to hostile and emotionally upset residents, family members or visitors.

Prepared by : _____ Date: _____

Approval Signature: _____ Date: _____

Approval: _____

Approval: _____

The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

