

KIOWA COUNTY MEMORIAL HOSPITAL

JOB DESCRIPTION

Position ID #

POSITION Housekeeper- Part Time or Full time (32 – 40 hours/week)

SUMMARY Is responsible for cleaning and servicing assigned areas. Must be willing to perform routine, repetitive tasks on a continuous basis as assigned by the housekeeping supervisor.

EXPERIENCE REQUIRED Previous housekeeping and/or nurse aide experience preferred.

SKILLS AND ABILITIES

1. Must know how to use common housecleaning implements, such as mops, floor waxes, vacuum, shampooer, buffer, etc.
2. Must be able to read and understand instructions on various cleaning solutions.
3. Must know how to care for equipment, how to measure cleaning solutions, and be alert to hazards.
4. Must have ability to follow oral and/or written instructions.

ESSENTIAL RESPONSIBILITIES

1. Assembles materials and supplies from the supply room and transports them to the work area.
2. Cleans assigned areas by washing furnishings, equipment, and mopping floors with special cleaning solutions and disinfectants to prevent the spread of disease.
3. Uses damp, disinfectant-treated cloths and vacuum cleaner to dust windowsills, blinds, floors, furniture, and equipment in an orderly fashion.
4. Scours and polishes sinks, tubs, mirrors and similar equipment.
5. Replenishes supplies of soap, towels, and other dispensable items.
6. Requests help in moving heavy furniture and in turning mattresses. Reports any mechanical failures or negative conditions observed in assigned area to the supervisor.
7. Washes walls and ceilings using water, cleaning solutions, sponge and cloths.
8. Gathers and disposes of trash, washes wastebaskets and large refuse containers, and relines with plastic bags.
9. Periodically polishes floors using buffing machine and polish.
10. Strips and refinishes floors as necessary.
11. Washes windows and screens as necessary.
12. Replenishes cart supplies and keeps cart clean and orderly.
13. Keeps Housekeeping closet clean and free of food and clutter.
14. Performs other related duties as required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.

SUPERVISION

Reports to the Director of Materials/Housekeeping

PHYSICAL REQUIREMENTS

Physical effort requiring long periods of standing, walking, stooping, and lifting and/or pushing or pulling objects (10-50 pounds) such as cleaning supplies or equipment.

Concentrated mental and/or visual attention required for inspection of hospital and clinic. Color recognition ability necessary to identify color-coded wastes and hazards.

Occasional discomforts dealing with unpleasant situations, exposure to dust, fumes, odors, gases, chemical substances, and electrical currents. Incumbent may have exposure to body fluids such as blood, semen, urine, feces, or saliva through waste disposal and other routine activities.

MACHINES TO BE USED

Position requires occasional use or training of buffer, vacuum, shampooer, and other cleaning appliances.

ENVIRONMENTAL

Indoor, general hospital environment. Outdoors for window washing.

SPECIAL SKILLS

None

TRAINING AFTER HIRE

Training programs that apply to position or enhance job performance will be required. Hospital wide in-service attendance will be required.

SPECIAL LICENSES REQUIRED

None

DESIGNATION FOR ACCESS TO HEALTH INFORMATION

Choose appropriate designation

- Demographic information only
- Financial information only
- Clinical information only
- All patient information for patients receiving physical therapy services



I have reviewed the above job descriptions and requirements and verify that I can meet all the specified duties and requirements.

I understand that Kiowa County Memorial Hospital (KCMH) cannot guarantee my employment and that KCMH can change wages, benefits and conditions of my employment at any time.

I understand that in the performance of my duties as an employee of KCMH, I must hold in confidence all that pertains to the patient, relatives and all other employees. Furthermore, I understand that intentional or involuntary violation of my employer's confidentiality may result in immediate termination of employment for cause.

I understand that a conditional job offer is extended, pending pre-employment physical.

Employee signature/date