**JOB DESCRIPTION**

**HOUSEKEEPING**

**REPORTS TO:** Housekeeping Director

**HOURS:** Day Shift including rotating weekends and holidays. Indoors, heated/ air conditioned, in-frequent outdoor painting and In-frequent ladder use.

**JOB SUMMARY:** This position will follow policies and procedures of the Housekeeping Department to ensure that the facility is clean, safe, sanitary, and comfortable.

**DUTIES/RESPONSIBILITIES:**

Treat everyone with dignity and respect.

Promote and protect all patient/resident rights.

Maintain confidentiality of protected health information, including verbal, written and electronic communications.

Perform routine and deep cleaning housekeeping duties in patient rooms and public areas as scheduled.

Inspect storage rooms, workrooms, utility/janitor closets for upkeep and maintain inventory in all areas.

Recommend to the Housekeeping Director adjustments in housekeeping services, equipment, and supply needs that will allow the continued ability to provide a clean, safe, and comfortable environment.

Maintain department Infection Control protocols. Work to ensure that all employees, residents, patients, and visitors follow established departmental policies and procedures.

Maintain working relationships with other departments to coordinate housekeeping services to ensure services are performed without interruption.

Organize and prioritize activities to accomplish workload and maintain a neat and orderly work area.

Perform other duties as assigned or needed to meet the needs of all departments.

**LICENSURE/CERTIFICATION REQUIREMENT:**

BSL (Basic Life Support) recommended.

The employee is to maintain all applicable education requirements.

**QUALIFICATIONS /ABILITIES**:

High school graduate or GED.

Ability to gain proficiency in NCHS’s software programs as applicable.

Must become knowledgeable in regulations relating to the Housekeeping Department.

Demonstrate competency and the ability to carry out department specific functions in accordance to the NCHS’s standards of care, policies and procedures.

Demonstrate the ability to communicate effectively both verbally and in written format. Demonstrate a high level of interpersonal skills and be able to communicate effectively with individuals throughout NCHS.

Participate in the orientation of other NCHS employees. Participate, as requested/required in staff development, in-service, and other educational and related activities.

**Demonstrate knowledge, understanding of, and compliance with:**

* Infection control policies and procedures for position.
* All pertinent safety, health and environmental policies, procedures and guidelines.
* Working safely, without causing harm or risk to self, others or property.
* The work environment and all safety procedures.
* Prompt reporting of unsafe practices, procedures, accident/injuries, complaints or any other safety violations.
* The appropriate use of all safety equipment and personal protective equipment.

**JOB EXPOSURES:** May be subjected to occupational health hazards including, but not limited to, odors, chemicals, infectious diseases, infectious wastes, bodily fluids, physical, psychological, and emotional stress.

**PHYSICAL REQUIREMENTS:**

* Meet general health requirements according to facility policy, including medical and physical exams and checking immunity status to various infectious diseases.
* Hand Functions- grasp and pinch frequently.
* Visual- optimal vision required to read information, reports, instructions, labels etc.
* Verbal and auditory- must communicate effectively with patients, families and other staff.
* Frequent standing and walking, bending and working at all levels for extended periods.
* Ability to lift, move, push or pull 40 pounds.

**Functional Assessment:** This position requires the ability to perform essential job functions with or without reasonable accommodations.

**Employee Statement of Understanding:** This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned. Periodic revision may be necessary to reflect changes in expectations placed on the health care industry by various governmental agencies. This job description will be reviewed and/or revised annually and as needed.