

<b>Job Description</b>			
<b>Job Title:</b>	Housekeeper	<b>Building:</b>	Birchwood Health Care Center
<b>Reports to:</b>	Housekeeping and Laundry Supervisor	<b>Supervises:</b>	
<b>Level:</b>	1	<b>Classification:</b>	Non-exempt
<b>Status:</b>	Full-time/Part-time	<b>Date Revised:</b>	February 2006

**Job Summary:**

Perform housekeeping and cleaning functions to maintain facility standards.

**Qualifications:**

Knowledge of or ability to learn position procedures, techniques and equipment.

**Essential Job Functions:**

1. Performs cleaning procedures in accordance with facility policy.
2. Observes waste disposal procedures in accordance with facility policies.
3. Assists in the proper care use of housekeeping equipment.
4. Identifies and reports any equipment malfunction to supervisor.
5. Reports any area observed to be in poor repair to supervisor.
6. Dispenses soap, paper and other housekeeping supplies as designated.
7. Observes relevant infection control procedures.
8. Attends in-service training programs to maintain position competency.
9. Maintains acceptable attendance levels. Comes to work as scheduled and consistently demonstrate dependability and punctuality.
10. Performs in: an inside environment, normal temperatures, adequate lighting, possible exposure to infectious diseases, blood borne pathogens and unpleasant sights and smells.
11. Hears, speaks, feels and communicates to perform essential job functions.
12. Uses proper body mechanics and asks co-workers for assistance when moving heavy objects.
13. Adapts to emergency situations.
14. Uses good communication to interact with residents, staff and departments to promote resident well-being and motivate others.
15. Maintains a safe and sanitary environment.
16. Abides by the facility's policies, procedures and practices.
17. Performs other duties as directed.
18. Performs job in safe manner according to established safety procedures and encourages and supports others in the safe performance of job duties.
19. Participates in and supports Quality efforts throughout the facility.
20. Performs other duties as directed.