

SAINT JOHN'S COMMUNITIES JOB DESCRIPTION

JOB TITLE: Housekeeper

REPORTS TO: Housekeeping Supervisor

STANDARD PRECAUTIONS: II

FLSA CATEGORY: Non-Exempt- Hourly

JOB CODE: 851

JOB OBJECTIVE:

Work together with the neighborhood team to assure Residents a safe, clean comfortable home.

Prepare/serve meals and clean resident and public areas according to all State/Federal regulations/codes and Saint John's policies, procedures, and practices. Works together with all members of the community to uphold and further the mission, vision, principles and values of the Saint John's Community.

KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:

1. Must be at least 18 years old and have HS diploma/GED or significant related experience.
2. At least 3 to 6 months of Commercial/Hotel housekeeping experience.
3. Must demonstrate the ability to comprehend and follow established procedures and a range of verbal/written instructions with a high degree of accuracy. Must read, write and speak English in an understandable manner.
4. Must demonstrate dependability and excellent communication and problem solving skills, be honest, exhibit a warm, cheerful, caring manner and be regularly at work, on time, as scheduled.
5. Must have the ability to adapt to changing organizational needs, work flexible hours to meet the scheduling requirements.
6. Must be professional in actions, neat attire appropriate to the position, excellent customer service skills, and desire to work with and serve older adults.
7. Must demonstrate the ability to comprehend and follow established procedures, be able to multi- task, be able to work independently and perform various duties without close supervision.

ESSENTIAL FUNCTIONS, DUTIES AND ACCOUNTABILITIES:

1. Participates and/or facilitates neighborhood learning circles and activities. Since "activity of life" is a search for meaning and purpose, honor each person's abilities, dignity and self-worth by including their participation in the daily life of the neighborhood.
2. Performs Daily Housekeeping tasks:
 - a. follows the procedure for daily cleaning of resident rooms which include moving objects, wiping objects, dusting, sweeping, mopping, vacuuming, moving the bed sanitizing all areas of the bathroom and emptying garbage
 - b. completes assigned additional daily household cleaning in resident rooms and public areas which could include sanitizing public restrooms, cleaning light fixtures, mop boards, window sills, spot cleans walls and spot clean windows
3. Handles chemicals safely following exact directions and using suggested protective protection
4. Completes work orders as needed
5. Keeps personal housekeeping cart clean and follows policy as to items stored in and on the cart.
6. Keeps personal housekeeping cart locked at all times
7. Assures that all resident/client rights are maintained at all times. Reports any violations or suspected deviations immediately, according to Saint John's policy.
8. Maintains confidentiality of all department and organizational information.
9. Knows and follows existing lines of communication and authority.
10. Works tactfully and cooperatively with residents, clients, families, visitors, and staff throughout the organization.
11. Attends inservices, meetings, seminars as required and changes schedule or works overtime to meet the

needs of the residents.

Person Centered Care/Professional Integrity and Responsibility

1. Employees act with honesty and openness in all their dealings as representatives of the organization and are expected to support a working environment that values respect, fairness, inclusiveness, and integrity. Our employees promote responsibility in the workplace by recognizing and respecting boundaries of people with whom we work and serve.
2. Employees support practices and principles of the person-first philosophy that gives residents the power of choice. Employees are considered part of the community and are expected to perform duties within the principles and practices that guide care and services through knowing and honoring the person before the task. i.e. Fostering relationships between residents, family and staff; Each person is to be known as an individual who can and does make a difference; We nurture the spirit as well as the mind and body; We promote growth and development for all; and, We create an environment that meets the physical, social, emotional, intellectual, spiritual and occupational needs of individuals and the community.

WORK SETTING/ENVIRONMENT:

Work is usually performed indoors with occasional exposure to wetness/high humidity when picking up orders from kitchen or when assigned to dishwashing/cleaning tasks. There are occasional exposures to temperature extremes of 40°F to 85°F and to seasonal conditions including humidity, sunlight, poor air quality, biting insects when working outdoor summer special events. There are occasional exposures to hazardous chemicals used in general cleaning of resident rooms and public areas; with occasional exposures to fumes and bodily injuries/illnesses; seldom are there exposures to blood/body fluids.

EQUIPMENT USED:

Vacuum, carts, mop, buckets, brooms, phone, paper forms, cleaning cloths.

PHYSICAL/SENSORY COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Physical Strength: Must be able to frequently push/pull/lift/move objects weighing up to 30 pounds, and occasionally push/pull/move carts weighing up to 50 pounds.

Manual Dexterity: Must be able to continuously perform simple manipulative tasks such as carrying mop buckets, frequently perform difficult manipulation, or continuously grasping, pushing, and pulling.

Coordination: Must be able to continuously perform tasks requiring good hand/eye coordination and steadiness of motion as such as dusting.

Mobility: Must be able to continuously stand, walk, bend and twist when cleaning, vacuuming, mopping, dusting, etc.

Speech: Must be able to frequently articulate clearly and precisely with residents/visitors/staff in face-to-face interactions and when speaking on the phone.

Emotional Stability: Must be able to frequently deal effectively with stress created by service demands of residents/visitors; work cooperatively as a part of the housekeeping team.

Vision: Must be able to frequently discriminate colors and see objects closely to read chemical hazard information, etc.

Hearing: Must be able to continuously hear normal sounds and voices within a moderately noisy room to communicate with residents/visitors, receive instructions, etc.

Smell: Must frequently use this sense to odors that require housekeeping attention.

Concentration: Must be able to frequently concentrate on moderate detail with some interruption as when reading instructions.

Attention Span: Must be able to frequently understand task/function for more than 45 minutes at a time.

Conceptualization: Must be able to frequently understand and use specific ideas generally several at a time; and frequently understand and relate to concepts behind specific ideas.

Memory: Must be able to continuously remember verbal/written tasks/assignments for full shift.

EMPLOYEE RESPONSIBILITY IN AN EMERGENCY:

Must know, understand and comply with all emergency procedures and be able to assist with resident evacuation if necessary and all safety, security, infection control and hazardous materials policies and procedures.

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1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
 2. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.
 3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.

Employee Signature:

Date:

Supervisor Signature:

Date:

Revised 04/2014