

SAINT JOHN'S COMMUNITIES JOB DESCRIPTION

JOB TITLE: Housekeeper

REPORTS TO: Housekeeping Management

STANDARD PRECAUTIONS: ---

FLSA CATEGORY: Non-Exempt- Hourly

JOB CODE: ---

JOB OBJECTIVE:

Provide high quality care alongside team members to assure residents a safe, clean, and comfortable home. 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 Saint John's Community.

KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:

1. Must have High School Diploma or GED.
2. At least 3 to 6 months of Commercial/Hotel housekeeping experience.
3. Must demonstrate good written and verbal communication skills; must be able to read, speak and write English.
5. Must have the ability to adapt to changing organizational needs, work flexible hours to meet the scheduling requirements.
6. Must be highly professional in actions and attire, have excellent customer service skills, be honest and dependable and exhibit a warm, cheerful, caring manner 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. Performs Daily Housekeeping tasks- follows the procedure for daily cleaning outlined on housekeeping checklists including, but not limited to dusting, sweeping, mopping, vacuuming, disinfecting surfaces and replenishing paper products and emptying garbage etc.
2. Properly handle all housekeeping chemicals, utilizing them only for their intended purpose while using appropriate PPE.
3. Keeps personal housekeeping cart clean and follows policy as to items stored in and on the cart. Keeps cart locked at all times while in the health care center.
4. Assures that all resident/client rights are maintained at all times. Reports any violations or suspected deviations immediately, according to Saint John's policy.
5. Maintains confidentiality of all department and organizational information.
6. Conveys and communicates timely departmental and/or operational issues to the Housekeeping Manager.
7. Works tactfully and cooperatively with residents, clients, families, visitors, and staff throughout the organization.
8. Attends meetings and in-services programs.

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 the 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 primarily performed indoors throughout the facility. The work areas are well lit. Heat, air conditioning and humidity are controlled by the building's central system with a temperature variance of not more than 10 degrees on either side of the norm of 72 degrees.

EQUIPMENT USED:

Vacuum, carts, mop, buckets, brooms, cleaning cloths, mobile device etc.

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 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 is 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.
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Employee Signature:

Date:

Supervisor Signature:

Date:

Revised 09/2019, 04/2023