



JOB TITLE: Housekeeper
DEPARTMENT: Environmental Services
DATE ISSUED: November 1990
DATE REVISED: May 2012

JOB SUMMARY:

According to established procedures, cleans and services building areas. Moves furniture, equipment and supplies in and around facility departments; and performs a variety of environmental service duties to maintain the facility in a neat, orderly and sanitary condition.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Selects cleaning materials and supplies and prepares solutions according to procedure. Prepare housekeeping for shift.
- Requests cleaning supplies and equipment as needed.
- Operates various types of cleaning equipment both mechanical and electrical, i.e. wringers, vacuums and anser carpet machine.
- Cleans equipment and notifies manager of equipment needing repair. Report safety hazards to manager.
- Sweeps and mops serving areas after breakfast and lunch on the neighborhoods.
- Returns unused supplies to janitor closet, cleans carts and equipment and ensures all items are replaced in an orderly manner.
- Packs, transports, and unloads personal belongings or residents when moved within the Villas or to the Heritage.
- Confidentiality critical.

JOB SPECIFIC PROCEDURES AND RESPONSIBILITIES:

5-Step Resident Room Cleaning Procedure:

- **Empty trash**
 - Collect trash from all rooms as a first priority
 - Replace liner as needed.
 - Sanitize the trash can daily.
 - Be aware of sharps or other potentially hazardous materials in trash.
- **Horizontal surfaces – disinfected**
 - Using a solution of properly diluted germicide, sanitize all horizontal surfaces.
 - Knock as you enter the room, work clockwise around the room hitting all surfaces.
 - Table tops, headboards, window sills, chairs – should all be done.
- **Spot clean walls**
 - Vertical surfaces are not completely wiped down daily – but must be spot-cleaned daily
 - Walls – especially by trash cans, light switches and door handles – will need special attention.
- **Dust mop/baseboards/Vacuum**
 - The entire floor must be dust mopped or vacuumed– especially behind dressers and beds.
 - Employees should never damp mop a floor before it has been dust mopped.
 - Move all furniture to dust mop/vacuumed.
 - All corners and along all baseboards must be dust mopped to prevent buildup. When water pushes dust into corners, problems can occur.
- **Damp mop/extract spots on carpet**
 - Remember – the procedure is to “damp mop” – not wet mop.
 - The most important area of a patient’s room to disinfect is the floor. This is where most air-borne bacteria will settle and so it needs to be sanitized daily.
 - As with dust mopping, start in the far corner of the room, move all furniture necessary, and run the mop along the edges first. Never push the mop into a corner. That will only lead to build up.
 - Using a figure 8 motion, work your way out of the door.
 - Do not forget to use “Wet Floor” signs.

7 Steps Daily Washroom Cleaning:

- Start with properly stacked cart
- Use proper Personal Protective Equipment
- **Check supplies**
 - Be sure that toilet paper paper towels and soap dispensers are filled.
 - Be careful to stack paper towels in dispenser properly so they do not stick or jam – also do not over-stuff the dispenser with paper towels.

- Toilet paper should be replaced as needed – with the roll always dispensing the sheets over the front of the roll – so patients can reach and remove it as easily as possible.
- Do not leave extra roles on the back of the commode – this will help control inventory.
- **Empty trash**
 - Always empty trash before you use any water – papers on the floor are much easier to get up when dry.
 - Reline receptacles and sanitize as needed.
- **Dust mop floor**
 - As with the trash, always dust mop the floor before you bring any water into a room. A dust mop will stick to the floor if you spill or drip water when cleaning sinks, etc.
 - Be sure to move any items in bathroom when dust mopping.
- **Clean and Sanitize sink and tub**
 - The sink includes: sink, fixtures, pipes under the sink, mirror and light above the mirror.
 - Use Germicide to clean the sink to be sure it is disinfected. You may use glass cleaner on the faucets to shine them AFTER germicide has been used.
 - Use paper towels to clean mirror with glass cleaner.
 - The top light cover and low pipes are always the most difficult areas to get - do not forget them.
 - Never use cleanser on a sink even for tough stains. It will ruin the finish.
- **Clean and Sanitize commode**
 - The commode includes: the tank, seat, bowl and base.
 - Using a separate rag and a germicide solution, wipe every area of the commode.
 - Use Johnny mop to disinfect the inside of the bowl.
 - Use bowl cleaner sparingly and only on inside of bowl.
- **Spot clean walls and/or partitions**
 - Wipe walls – especially by trash containers, light switches, and door handles.
- **Damp mop floor**
 - Use proper mop and germicide solution to disinfect the floor
 - Be sure to run mop along edges and never push dirt into corners
 - Using a figure 8 motion, work your way out of the door.
 - Utilize “Wet Floor” sign.

All Floors (as related to the procedures and responsibilities listed above):

- Performs 5 & 7 Step cleaning in resident rooms, storage, nursing station, baths, activity room, restroom, lobby entrance, offices, corridors and common areas.
- Runs sweeper in halls, resident rooms, and common areas as scheduled.
- Takes trash to designated areas on 2C, 3C, and 1st floor laundry area.

- In addition to duties listed above, housekeeper will also put away resident clothing and assist on the floor in other areas including resident moves, spills, pass resident mail, etc.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Will be required to assist residents on any unit assigned by department head or nursing supervisor after completion of mandatory meal assistant training.
- Attends meeting and training seminars as required.
- May be required to transport residents within building.
- Must be able to climb ladder to hang cubical curtains, drapes or reach high areas for other cleaning purposes.
- May collect waste from all areas of facility and sanitizes all garbage cans.
- May collect or distribute soiled or clean linen.
- May arrange furniture for meetings, workshops and community affairs.
- Change air fresheners in rooms.
- Performs other duties as assigned.

WORKING CONDITIONS:

Works in a clean, well heated, lighted, and ventilated building. Prolonged standing and walking. Repeated bending, squatting, and stooping. Exposure to all patient elements, odorous chemicals, and cleaning agents. Moves heavy furniture and equipment. Climbs ladders. Pushes and pulls wet and dry mops along with other cleaning and buffing equipment.

QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL DUTIES AND RESPONSIBILITIES:

High School graduate or equivalent preferred. Ability to understand written and oral instruction as well as the ability to learn, understand, and add new methods of work to position. Know or have ability to learn how to clean and operate cleaning equipment. Must learn all phases of work so as to be interchangeable on all jobs in this category. Must have ability to relate to residents, their families, visitors, and other staff in positive, cooperative manner. Must be able to perform the physical requirements of job. Must be able to perform the essential functions of the position without posing a direct threat of harm to themselves, others or property. Must adhere to St. Paul's personnel policies and practices including, but not limited to, the attendance requirements.

SUPERVISION GIVEN:

Helps train new staff members.

SUPERVISION RECEIVED:

Under the direct supervision of the Director of Environmental Services.

The Occupational Safety and Health Administration mandates that all Health Care facilities have a written Exposure Control Plan on Blood Borne Pathogens and Other Potential Infectious Materials in place and available for all persons to review as needed. As a part of this plan a copy of the Task Evaluation and Classification Form must be made a part of each job description. The next page of this job description is a copy of that form. It indicates the tasks likely to be performed during this job, the type of body fluid/substances to which exposure is likely, volume, probability of exposure, route of exposure and protective barriers which are to be employed. All persons hired will be fully trained on the Blood Borne Pathogens and Other Potential Infectious Materials Exposure Control Plan on the day of hire or prior to initial assignment. Along with this training all persons will be provided with a copy of the Task Evaluation and Classification Form related to job description.

Employee Name (please print) _____

Employee Signature _____ *Date* _____

PHYSICAL CAPABILITIES NECESSARY TO PERFORM ESSENTIAL JOB FUNCTIONS

POSITION TITLE - _____

Environmental Services

	Seldom 0-1 hours	Occasionally 1-3 hours	Often 3-6 hours	Frequent - Over 6 hours	Constant
LIFTING:					
0 - 20 pounds			X		
20 - 50 pounds			X		
50 - 100 pounds	X				
Over 100 pounds	X				

REACHING		X			
STANDING			X		
WALKING			X		
SITTING	X				
CLIMBING			X		
BENDING/STOOPING			X		

MOVING/PUSHING/ PULLING:					
0 - 20 pounds			X		
20 - 50 pounds			X		
50 - 100 pounds		X			
Over 100 pounds	X				

GRASPING/HOLDING WITH HANDS		X			
USING FEET FOR REPETITIVE MOVEMENT	X				
EXTREMES of HEAT	X				
EXTREMES of COLD	X				
DRIVING	X				

Task Evaluation and Classification Record

Dept. Housekeeper, Floor Technician Date: Revised May 2012

All employees in this position have occupational exposure. * AS NEEDED - DESIGNATES MUST BE WORN IF DANGER OF SPLASHING IS LIKELY.

Task/Procedure	Type of Body Fluid/Substance To Which Exposure Is Likely										Probability of Exposure			Route of Exposure				Protective Barriers To Use When Performing Procedures				
	Blood	Semen	Vaginal Secretions	Urine	Feces	Saliva	Nonintact Skin	Mucous Membrane	Small	Moderate	Large	Low	Moderate	High	Percutaneous	Mucous Membrane	Cutaneous	Hand-washing	Gloves	Gown/ Apron	Mask	Eye-wear
Cleaning Bathroom / Res. Room	X	X	X	X	X	X					X			X			X	X	X	As needed		
Cleaning Incontinent Spills	X			X	X					X				X			X	X	X	As needed		
Cleaning Blood Spills	X								X					X			X	X	X	As needed		
Cleaning Waste Containers				X		X			X				X				X	X	X			
Cleaning Isolation Rooms	X	X	X	X	X	X			X				X				X	X	X	X	Resp. Isol.	As needed
First Aid/ Emergency Care	X						X		X			X					X	X	X			
Risk of Needle Stick	X								X			X					X	X				
Removal of Waste	X	X	X	X	X	X			X				X				X	X	X	As needed		
Feeding Residents						X			X			X					X	X				