

# FAITH COMMUNITY HEALTH SYSTEM

Jacksboro, Texas

## Housekeeper

### JOB DESCRIPTION

June 2021

**REPORTS TO:** Environmental Services Manager

**SUPERVISES:** None

**FLSA CLASSIFICATION:** Non-exempt

**SUMMARY:** Under general direction, cleans and sanitizes all designated areas of the hospital and other campuses.

#### ESSENTIAL FUNCTIONS

- Cleans bathroom and basin
- Dusts furniture and dusts and wet mops floors
- Stocks bathroom with expendable supplies
- Cleans day room, nursing stations, utility rooms, and exam rooms
- Cleans patient rooms after patient is discharged or transferred as stipulated in established procedures.
- Cleans furniture, fixtures, and hospital surfaces
- Cleans floors by dry or wet mopping, sweeping, waxing, and buffing, disinfecting when necessary
- Cleans carpeting by vacuuming and by shampooing when necessary
- Follows established cleaning schedule
- Cleans walls, windows, doors, and ceilings
- Empties and cleans waste receptacles and removes trash to a designated collection area
- Follows aseptic procedures and procedures for using precautions when involved in direct patient contact or handling potentially infectious materials
- Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

#### PROFESSIONAL REQUIREMENTS

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

**KNOWLEDGE, SKILLS and ABILITIES**

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motivate, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decisions in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

**QUALIFICATIONS**

- Must have a high school diploma or equivalent.
- Ability to communicate effectively in English

**PHYSICAL REQUIREMENTS**

- Lifting and carrying items weighing up to 50 pounds.
- Ability to transport up to 300 pounds on carts
- Manual and finger dexterity
- Hand and eye coordination
- Pushing and pulling of carts
- Standing, walking and reaching and storing supplies and cleaning activities
- Corrected vision and hearing to within normal range

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*