

JOB DESCRIPTION
ANBERRY REHABILITATION HOSPITAL

JOB TITLE: Housekeeper
DEPARTMENT: Housekeeping
REPORTS TO: Director of Housekeeping

GENERAL PURPOSE:

Perform the day-to-day activities of the Housekeeping Department in accordance with current federal, state and local standards, guidelines and regulations governing our facility, and as may be directed by the Administrator and/or the Director of Housekeeping, assure that our facility is maintained in a clean, safe and comfortable manner.

ESSENTIAL JOB FUNCTIONS:

**CLEAN RESIDENT
ROOMS AND
COMMON AREAS**

Duties: Clean (including vacuuming, wiping, mopping, polishing, etc.) rooms, offices, and common areas; polish and straighten items; ensure residents' rooms are safe, comfortable, and maintained in an attractive manner and residents' personal items are safeguarded. Clean up spills, soiled areas, and other conditions as observed or directed.

Ensure equipment and work areas are safe; that procedures regarding cleaners or hazardous materials or objects are strictly adhered to; that equipment and supplies are properly stored; ensure Universal precautions and infection control, isolation, fire, safety and sanitation practices and procedures are followed; and promptly report any hazardous conditions and equipment.

**ADMINISTRATIVE
AND SUPPLY**

Duties: Report all incidents and accidents; ensure cleaning schedules are followed; and coordinate daily housekeeping services with other departments.

Ensure that equipment and supply carts and adequate supplies are properly maintained; ensure that lighting is in proper working order; and assist others in lifting as requested.

**EXTERIOR AND
FLOOR CARE**

Duties: Strip, wax and buff floors as directed; move and replace furniture; clean storage and exterior areas as directed.

SAFETY

Duties: Comply with all Company policies related to safety and infection control procedures. Report all hazardous conditions or equipment to your supervisor.

**RESIDENTS'
RIGHTS AND
POSITIVE
RELATIONSHIPS**

Duties: Understand, comply with and promote all rules and regulations regarding residents' rights; promote positive relationships with residents, visitors, and regulators, to include presenting a professional appearance. Maintain the confidentiality of resident information.

OTHER JOB FUNCTIONS:

**STAFF
DEVELOPMENT**

Duties: Attend and participate in educational activities, in-service training, and staff meetings; assist in orientation and training other staff.

OTHER DUTIES

Duties: Other duties as assigned or needed.

Physical and Sensory Requirements (With or Without the Aid of Mechanical Devices):

Walking/mobility, reaching, bending, lifting, grasping, pushing and pulling; fine hand coordination; ability to distinguish smells and temperatures; ability to hear and respond to pages; ability to read and write; ability to understand and follow written and oral instructions; ability to communicate with residents and others; ability to understand and follow training and in-service education; and ability to remain calm in emergency situations and when handling multiple tasks.

QUALIFICATIONS:

- Related experience at a level necessary to accomplish the job.
- Must have the ability to read, write and follow oral and written directions at a level necessary to accomplish the job.

