

NORTHEAST MONTANA HEALTH SERVICES NEMHS
JOB DESCRIPTION
HOUSEKEEPER

NAME: _____

ACCOUNTABLE TO: **DIRECTOR OF ENVIRONMENTAL SERVICES**

PURPOSE OF YOUR JOB POSITION

The primary purpose of your job position is to perform the day-to-day functions of the housekeeping department and laundry in accordance with Federal, State, and Local Regulations and the regulations governing our facility, and as may be directed by your supervisor, to assure that our facility is maintained in a clean, safe, and comfortable manner.

Every effort has been made to make your job description as complete as possible. However, it in no way implies or states that you will not be required to perform other duties as appropriate.

WORKING CONDITIONS

1. Is subject to sitting, bending, standing, and lifting during working hours.
2. Is subject to infectious diseases and hazardous waste.
3. Is subject to frequent interruptions.
4. Is subject to hostile, emotionally upset patients, residents, and visitors.
5. Must be willing to work in all areas of the facility.
6. Must be willing to work beyond normal working hours, weekends, and holidays.

ESSENTIAL JOB FUNCTIONS

1. Must be a minimum of 16 years of age.
2. Must be able to lift 50 pounds.
3. Must possess the sense of sight.
4. Must be able to speak the English language.
5. Must function independently, have flexibility, personal integrity, and the ability to work effectively with patients, residents, and staff.
6. Must attend and participate in educational meetings and offerings.
7. Must comply with facility Infection Control, Isolation and Safety Policies and Procedures.

MAJOR DUTIES AND RESPONSIBILITIES

1. Perform the day-to-day housekeeping functions as assigned.
2. Perform specific tasks in accordance with daily work assignments.
3. Coordinates daily housekeeping services with nursing service when performing routine cleaning assignments in resident living, recreational areas and patient care.
4. Performs assigned tasks in accordance with facility policies.
5. Follows established safety procedures.
6. Coordinates routine/terminal isolation procedures with nursing.
7. Clean/polishes furnishing, fixtures, ledges, etc. as directed.
8. Cleans carpets, to include vacuuming, wiping, dusting etc.
9. Discards waste/trash into proper containers.
10. Schedule and complete Listerud's or Riverside Family Clinic cleaning as per NEMHS policies and procedures.
11. Maintains confidentiality on all patients and residents.
12. Assures the departmental schedules are kept.
13. Attends departmental meetings as scheduled.
14. Abide by all policies of Northeast Montana Health Services.
 - a. All Housekeeping Policies
 - b. All personnel Policies
 - c. All OSHA Regulations
 - d. All Cooperate Compliance
 - e. All HIPAA
 - f. All Hazcom/Blood Borne Pathogens

I have read the above job description and hereby agree to the above duties and responsibilities to the best of my ability.

Supervisor

Date

Employee

Date