Horizon House

JOB DESCRIPTION

Title:	Housekeeper	**Department:**	Environmental Services
Supervisor:	Environmental Services Manager	**Effective date:**	7/1/2000
Status:	Full time or Part time	**Grade 13:**	Non Exempt, union

Summary:
Duties of housekeepers shall consist of primarily cleaning of residential apartments, guestrooms, and other areas as assigned by supervisor or his/her designee.

Essential Job Duties:
1. Perform cleaning in residential apartments and community areas in accordance with department policies and procedures. Disposing of waste products in accordance with facility policies.
2. Assist in the proper care and use of housekeeping equipment and supplies.
3. Restock supplies in the community areas in accordance with department policies and procedures.
4. Clean, fold, and/or iron residents' clothes and linens as requested.

Secondary Job Duties:
1. Clean assigned storage areas. (Women's locker room and shower, housekeeping guest room and drape storage, Supported Living linen storage.}
2. Restock Supported Living linen in the linen storage room.
3. Report equipment repair needs to the Environmental Services Manager or his/her designee.
4. Report to supervisor areas of the building in need of repair or cleaning.
5. Help with duties in Supported Living if assigned.
6. Other housekeeping duties as assigned by Environmental Services Manager or his/her designee.

Job Requirements:
Must be fluent in the English language and be able to follow directions both written and verbal. Demonstrated ability to interact appropriately with seniors.

Confidentiality Requirements:
Employee accesses, uses and/or discloses Protected Health Information, as defined by HIPAA, only to the extent minimally necessary to accomplish essential job functions. Employee practices appropriate safeguards to prevent unauthorized access, use and/or disclosure of PHR (paper, electronic and oral) within his/her work area.

Experience/Knowledge/Education/Specialized Training Requirements:
High School diploma, GED or equivalent preferred. Minimum of one (1) year housekeeping experience in a related field.

Material or equipment directly used:
Vacuum, cleaning products, broom, mop, cart, elevators.

Physical and Environmental Requirements:
1. The physical activities of this position involve balancing (necessary to maintain physical equilibrium to prevent falling of self, others or objects being carried).
2. Other physical activities include: climbing, crawling, crouching, pulling, pushing, standing, stooping, grasping, kneeling, lifting, (of 35 lbs.}, reaching, and repetitive movements.
3. The sensory and communicative activities essential to the performance of this position include: smelling, feeling, hearing, seeing, and speaking.
4. An individual in this position may be exposed to: inside and outside environmental conditions, blood-borne pathogens, chemical hazards, and vibrating motions.