Job Title: Housekeeper	**Reports To:** Environmental Services Supervisor
Job Classification:	
FLSA Status:	**Revised Date:** April 2024

General Job Duties

- All employees are responsible for a basic knowledge of the employee handbook, along with the mission and vision of the Facility/Community and must conduct themselves with behavior that supports these values.
- All employees understand the safety and well-being of both the residents/tenants and staff members is the number one priority of their Facility/Community.
- All employees are responsible for making the most of their working time and reach maximum potential by being on time for appointments and completing deadlines in a timely manner.
- All employees are expected to escalate issues as necessary.
- All employees will specifically be trained on their job duties, however; other mandatory trainings may be deemed appropriate by leadership for one or all members of the team.
- Other projects and/or duties as assigned.

Essential Job Functions

- Perform cleaning procedures in accordance with facility/community policy.
- Observe waste disposal procedures in accordance with facility/community policy.
- Must be able to follow oral and written instructions.
- Assist in the proper care and use of housekeeping equipment.
- Identify and report any equipment malfunction to the supervisor.
- Report any observed area within the facility/community that is in poor repair to the supervisor.
- Dispense soap, paper products and other housekeeping supplies throughout the facility/community as needed.
- Assist with laundry duties.
- Attend in-service training programs for Housekeeping employees.
- Observe and comply with established infection control and universal precautions practices, and coordinate routine/terminal cleaning procedures with nursing services.
- Always follow Resident's/Tenant's Rights policies.
- Come to work in a clean, neat uniform and consistently present an appropriate professional appearance.
- Come to work as scheduled and consistently demonstrate dependability and responsibility.
- Accept assigned duties in a cooperative manner.
- Accept and perform additional duties as assigned by your department head or Administrator/Executive Director in a cooperative manner.
- Comprehend and follow all OSHA, State, and Federal policies and regulations.
- The use of personal vehicle for approved work related tasks will be reimbursed for mileage at a pre-determined rate.
- The sensory and communicative activities essential to the performance of this position including: feeling, hearing, seeing, smelling, reading, writing, and speaking.

EDUCATION & EXPERIENCE REQUIREMENTS

- A high school diploma or equivalent preferred.
- On the job training will be provided as well as on-going continuing education.

PHYSICAL REQUIREMENTS

- Ability to lift up to 50 pounds. This position requires regular movements such as: balancing, climbing, crawling, crouching, fingering, grasping, kneeling, lifting, pulling, pushing, reaching, repetitive movement, standing, and stooping.
- An individual in this position may be exposed to: inside environmental conditions, physical chemical, or respiratory hazards.
- An individual in this position may be exposed to Bloodborne Pathogens.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

EQUAL EMPLOYMENT OPPORTUNITY

At your Facility/Community, we understand that every employee is different in his or her own way. We do not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, military status, or other non-merit factors. The Facility/Community is a proud Equal Opportunity workplace.

By signing below, I am certifying that I am qualified for this position (as described above) and capable of performing the general and essential functions of the position. I agree that this Job Description has reasonable expectations and that this is in no way, shape, or form a contract of employment. By signing this document, there is no guarantee of continued employment as the State of Iowa and Nebraska mandates at-will employment.

_____

FACILITY/COMMUNITY NAME

_____ _____

EMPLOYEE SIGNATURE DATE

_____

PRINT EMPLOYEE NAME

_____ _____

SUPERVISOR SIGNATURE DATE

_____

PRINT SUPERVISOR NAME