

## Community Health Services Corporation

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| <b>Job Title:</b>   | Environmental Services-Housekeeping  |  |
| <b>Position Type:</b>   | Full-time/Part-time  |  |
| <b>Location:</b>  | Prairie Maison/Sannes  |  |
| <b>HR Contact:</b>  | Mary Walker  |  |
| <b>Date posted:</b>   |  |  |
| <b>Applications Accepted By:</b>  |  |  |
| <b>FAX OR E-MAIL:</b><br>(608) 326-3205) or <a href="mailto:maw@chscwi.org">maw@chscwi.org</a><br>Subject Line: Housekeeping<br><b>Attention:</b> Mary Walker   | <b>MAIL:</b><br>Mary Walker<br>Community Health Services Corporation<br>700 S Fremont Street<br>Prairie du Chien, WI 53821 |  |
| <b>Job Description</b>  |  |  |
| <p><b>JOB SUMMARY</b></p> <p>The Environmental Services housekeeper cleans and services rooms, baths, lavatories and other resident areas. Dusts furniture and equipment. Cleans windowsills, empties trash baskets, and arranges furniture in an orderly fashion. Performs a variety of related duties in resident areas. Cleans and services assigned areas and equipment; efficient expenditures of soap, polishes and similar supplies; and keeps nursing facility in clean and orderly manner. Services are performed within every department of the home and are planned with all departments.</p> <p><b>PERFORMANCE REQUIREMENTS</b></p> <p><b>Responsibilities:</b> To execute duties under the direct supervision of Housekeeping Supervisor, Administrator and Charge Nurse. To keep the nursing facility in a clean and sanitary condition in order to provide for the welfare and care of the residents in a healthful environment.</p> <p><b>PHYSICAL DEMANDS</b></p> <ol style="list-style-type: none"> <li>1. Good mental and physical health sufficient to permit full performance of the duties of the position.</li> <li>2. Hand dexterity required to perform duties sufficient to permit full performance of the duties of the position.</li> <li>3. Must be able to stand on feet for a minimum of four (4) hours at a time.</li> <li>4. Must be able to lift, carry, pull and push 50 pounds.</li> <li>5. Must be able to bend, squat, stoop, kneel, twist, reach over shoulder height and carry moderately heavy to heavy items.</li> <li>6. Must be able to establish and maintain effective communication and interaction skills.</li> <li>7. May be exposed to hazardous or potentially hazardous cleaning chemicals and/or infectious disease/waste.</li> <li>8. Must be free from communicable diseases.</li> </ol> <p><b>Special Demands:</b> Must have genuine interest in working with geriatrics. Willingness to perform routine, repetitive tasks on a continuous basis, and perform tasks despite frequent interruptions. Ability to perform tasks with due consideration for residents in the area. Initiative and judgment involved in maintaining assigned area in clean and orderly condition. Works under close supervision and performs standardized tasks.</p> <p><b>QUALIFICATIONS</b></p> <p><b>Training and Experience:</b> Housekeeping experience is desirable, but not essential. Worker receives on-the-job</p> |  |  |

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training with supervision.

**Job Knowledge:** Must have some knowledge in the use of cleaning devices such as brooms, mops, and other cleaning equipment.

**Standards:** Interest in learning, ability to cooperate and willingness to work under supervision.

### **FUNCTIONS RELATED TO CLEANING:**

1. Dust furniture with damp cloth or polishing cloth daily; straighten furniture.
2. Dust light fixtures outside and inside, dust windowsills and beds, wipe down doors.
3. Empty and wash waste baskets.
4. Dry mop floors in residents' rooms then wet mop rooms.
5. Clean washbasins, toilets, and polish chrome fixtures in bathtubs/showers, wash all mirrors, and wipe down walls – as needed.
6. Clean window blinds. Clean beds thoroughly. Clean bedside tables in resident rooms; dust all shelves, removing all articles making sure thorough cleaning is done, clean light fixtures.
7. Clean housecleaning cart. Clean any equipment used daily.
8. Assist with setting up isolation rooms as needed and removing isolation waste daily.
9. Assist with taking down isolation room when required.
10. Clean all rooms each day.
11. Assist with emergency cleaning during the day as required.
12. Perform other duties as assigned.

### **FUNCTIONS RELATED TO SUPPLIES AND EQUIPMENT:**

1. Practice economy in using supplies and equipment.
2. Dispense supplies according to need.
3. Maintain safeguards for the care, storage and use of supplies and equipment.
4. Report to Supervisor or Administrator any supplies or equipment needed, or any broken or defective equipment.

### **FUNCTIONS RELATED TO NEW RESIDENTS:**

1. See that resident rooms are prepared for new admissions – room is dust free, bed is made and pillow is present on bed, bathroom clean.
2. Assist in moving residents within facility.

### **FUNCTIONS RELATED TO REPORTING:**

1. Be on duty at beginning of shift and punch time clock; check with Housekeeping Supervisor for any additional instructions in duties.
2. In the event of illness or other reasons for absenteeism, report to Housekeeping Supervisor at least 2 hours prior to start of shift to allow other arrangements to be made for the performance of duties. Must attempt to replace self.