



JOB DESCRIPTION – HOUSEKEEPING AIDE

Job Title: Housekeeping Aide	Reports To: Director of Housekeeping
Certifications required: None	Experience required: None – on the job training
Education required: 8 th grade level	Pay Rate: \$10.00/hour
Shift: Monday-Friday 7:00am-3:00pm	
Language required: Basic English or Basic Spanish <i>Basic – not fluent but can understand most words and is able to communicate with others.</i> <i>Fluent- can read, write, and speak English at a 5th grade equivalent or higher level.</i> <i>Proficient- can read write and speak at a 12th grade equivalent or higher level.</i>	

Job Summary:

The primary purpose of this position is to perform the day-to-day activities of housekeeping as directed by the Housekeeping Supervisor to assure that the facility is maintained in a clean, safe and comfortable manner.

Essential Job Functions

Administrative Functions	<ul style="list-style-type: none"> • Coordinate daily housekeeping services with nursing services when performing routine cleaning assignments in resident living and/or recreational areas. • Perform specific tasks in accordance with daily work assignments; document as required by facility policies • Report all accidents/incidents to your supervisor no matter how minor they may be. (NOTE: Such occurrences must be reported on the shift in which they occur.)
Housekeeping Functions	<ul style="list-style-type: none"> • Clean and disinfect equipment and supplies using germicides or sterilization procedures as directed. • Monitor environment for potential hazards in the course of performing routine housekeeping tasks. • Prioritize housekeeping requests involving safety issues and/or time sensitive projects including room checks for new admissions, spilled beverages, etc. • Clean vacant rooms as assigned; document cleaning and sanitization services per facility policies. • Ensure proper disposal of infectious waste(s) into appropriate containers as required by state/federal regulations and the facility infection prevention plan. • Discard waste/trash into proper containers and reline trash receptacle with plastic liner; service routinely and when necessary to keep containers from overflowing. • Ensure that work/assignment areas are clean and that equipment, tools, supplies, etc., are properly stored at all times as well as before leaving such areas for breaks, meal times and end of the work day. • Clean floors by sweeping, dusting, damp/wet mopping, stripping, waxing, buffing, disinfecting, etc. (NOTE: Ensure that appropriate caution/safety signs are properly set up prior to performing such duties.) • Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms and other work areas to ensure compliance with state/federal regulations and facility policies. • Clean walls and ceilings by washing, wiping, dusting, spot cleaning, disinfecting, deodorizing, etc. • Clean windows/mirrors in resident rooms, recreational areas, bathrooms and entrance/exit ways.



	<ul style="list-style-type: none">• Clean, wash, sanitize and/or polish bathroom fixtures; ensure that water marks are removed from fixtures.• Empty wastebaskets, empty and clean ashtrays and transport other trash and waste to disposal areas.• Perform specific tasks in accordance with daily work assignments.• Remove dirt, dust, grease, film, etc., from surfaces using proper cleaning/disinfecting solutions.
Safety and Sanitation Functions	<ul style="list-style-type: none">• Keep work/assignment areas free of hazardous objects such as protruding mop/broom handles, unnecessary equipment, supplies, etc.; keep chemicals secure from residents to mitigate risk.• Report all hazardous conditions or equipment to your supervisor.• Use appropriate personal protective equipment (PPE) and supplies when handling infectious materials and/or hazardous wastes or chemicals; direct questions to supervisor.• Wear and/or use safety equipment and supplies (e.g., back brace, mechanical lifts, etc.) when lifting or moving heavy objects; follow established ergonomic protocols.

Working Conditions:

- Works in all areas of the facility.
- Moves intermittently during working hours.
- Is subject to frequent interruptions and may need to reschedule cleaning activities.
- Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Communicates with housekeeping personnel and other department personnel.
- Works beyond normal working hours and on weekends and holidays when necessary as well as in other positions as needed.
- Is subject to call back during emergency conditions (e.g., severe weather, evacuation, post-disaster, etc.).
- May be required to work on shifts other than the one for which hired.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the workday as well as reactions from dust, disinfectants, tobacco smoke and other air contaminants.

Specific Requirements:

- Must be able to read, write, speak and understand the English or Spanish language.
- Must possess the ability to make independent decisions, follow instructions and accept constructive criticism.
- Must possess the ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and the general public.
- Must maintain the care and use of supplies, equipment, etc., and maintain the appearance of housekeeping areas, must perform regular inspections of resident rooms/units for sanitation, order, safety and proper performance of assigned duties.
- Must be willing to work harmoniously with other personnel as well as be willing to handle residents based on whatever maturity level at which they are currently functioning.
- Must possess the ability to seek out new methods and principles and be willing to incorporate them into existing housekeeping practices.
- Must be able to follow written and oral instructions concerning the mixing of cleaning compounds, liquids, disinfecting solutions, etc.
- Must be able to relate information concerning a resident's condition.