

CLINTON AREA CARE CENTER, INC.

**Hazel I. Findlay Country Manor
Clinton Commons**

**Housekeeping Domestic Service Aide
Job Description**

Reports To: Housekeeping Supervisor or Designee

Job Objectives: Keep facility clean and pleasing to the eye.

Personal Standards:

1. Education – High school graduate or GED is preferred.
2. Experience – Commercial cleaning experience or training preferred.
3. Must be able to read, write, and spell English and do basic math.
4. Must adhere to department dress code.
5. Ability to verbally communicate with residents, family, the public, and other members of staff in English.
6. Honest, dependable, pleasant, able to accept constructive criticism.
7. Be able to safely perform the essential job functions without harm to self or others with or without reasonable accommodations.
8. Must adhere to privacy and security for residents and employees according to Health Insurance Portability and Accountability Act (HIPAA) requirements.

Job Responsibilities & Duties:

1. Work alone or with team to complete job assignments.
 - A. Sweep, dust mop, and wet mop floors, also move furniture in resident's room, apartments and common areas.
 - B. Vacuum floors, rugs carpets, and runners and rotate runners in entrance ways and halls.
 - C. Collect trash or refuse and dispose in proper manner.
 - D. Clean, sanitize, and polish bathroom lavatories, showers, sinks, and fixtures in resident's room, apartments and common areas.
 - E. Replenish supplies in rest room and stock of supplies as required.
 - F. Sanitize beds, flip mattresses end to end monthly and sanitize resident's rooms as required.
 - G. Dust, wet dust
 - H. Sanitize and polish glass, metal, etc. surfaces.
 - I. Wash walls, woodwork, windows, and screens.
 - J. Clean vent, conductors, clean and polish furniture.

- K. Clean blinds, take down and hang drapes and cubicle curtains using up to 6' ladder.
 - L. Strip, wax, seal floors, operating various types of scrubbing, buffing, shampooing equipment, vacuums and wet/dry vacuum.
 - M. Ability to use hand tools as required.
 - N. Report repairs required to proper departments on a work order.
 - O. Shovel and salt entrance ways as required. (Snow and ice)
 - P. Work with or train new employees and program personnel to duties listed above as required.
 - Q. Responsible for cleaning vacant apartments for occupancy including appliances.
 - R. Responsible for cleaning bathrooms, mopping kitchen & bathroom linoleum and vacuuming occupied apartments.
 - S. Responsible for removing bed linens, washing, drying and remaking resident's beds.
2. Use aseptic techniques, isolation techniques, and good hand washing for infection control.
 3. Assure that all residents' rights are maintained at all times. Report any violation or suspected deviations from agency policy to supervisor on an Incident Report form.
 4. Follow all safety, security, infection control, and cleaning materials direction policies and procedures.
 5. Perform all tasks to assure residents and personal safety and protection of co-workers.
 6. Ability to maintain appropriate attitude and conduct necessary for the welfare of residents and staff.
 7. Other related job duties as assigned.

Environment:

1. Work is mostly performed inside with occasional outside duties.
2. There are some exposures to blood, body tissues, and fluids with occasional exposure to hazardous material and infectious diseases.

Equipment Used:

Antiseptic water, mops, mop pails, broom, dustpan, johnny mops, vacuums, machines with rotating brushes, ladders, squeegee, toilet plungers, mousetraps and tools required for completing cleaning operations.

Physical/Sensory/Cognitive Requirements to Perform the Essential Job Functions:

1. Physical Strengths

Ability to spend 90% of work shift standing and/or moving about in work area.

Must be able to lift up to 50 lbs.

2. Manual Dexterity

Must be able to continuously perform simple manipulative task, such as, using the equipment listed above, as well as, empty pails, stock janitor cart, replenish supplies, and

put stock on shelves. Occasionally perform more difficult manipulative tasks, i.e., lifting trash bags into dumpsters, climbing ladders, and reaching overhead, washing windows.

3. Coordination

Ability to move about in tight spaces, between objects, equipment, and furniture without damage to them or self.

4. Mobility

Must be able to continuously stand, walk, frequently bend, squat, kneel, reach over shoulders, twist, stand, and remain in uncomfortable positions for prolonged periods of time on ladder (i.e., hanging cubical curtains).

5. Speech

Must be able to articulate clearly and precisely in English.

6. Vision

Must be able to visually identify a resident within reasonable distance (approximately 50 feet) to identify a wandering resident and redirect them, if needed.

The ability to identify color for warning lights, signs, and labels frequently.

Must be able to read written instructions with or without corrective lenses.

7. Hearing

Ability to receive and understand verbal instructions and converse with residents, co-workers, and visitors.

Must be able to respond to audible emergency alarms and be able to answer a call on the telephone or paging system.

8. Smell

Must be able to detect the smell of smoke, spoiled food, spills, etc.

9. Cognitive

Must be able to concentrate on moderate number of details with frequent interruptions.

Must be able to attend to tasks lasting from 10-25 minutes frequently.

Must be able to understand and relate specific ideas and concepts.

Must be able to perform assigned work tasks and to work on any assigned shift or days.

Employee Responsibility in an Emergency:

Shares the responsibility for the safety and well being of all residents within the facility.

Able to respond to voice or mechanically activated fire system and follow emergency procedures. All employees need to respond to emergency situations immediately and capably for the safety of the residents and staff.

Miscellaneous:

I understand that I must be able to safely perform essential job functions in the Job Duties and Responsibilities section. Clinton Area Care Center, Inc. will provide reasonable accommodations in the performance of essential job functions for employees that qualify under the Americans with Disabilities Act.

Will you have any difficulty performing any of the essential job functions?

() NO () YES

If yes, list the essential job functions including the number and the suggested accommodations necessary to perform the functions listed.

The Administrator reserves the right to change job responsibilities, duties and hours as needed. This document is for communication only and not intended to be a written or implied contract.

This job description is not intended to be all-inclusive. The employee will also perform other reasonable related job duties as assigned by the **Supervisor** or the **Administrator**.

I have read and understand the functions and requirements of this position. I understand that this is not to be considered as an exhaustive statement of duties, responsibilities or requirements and does not limit the assignment of additional duties for this position.

Employee Signature

Date

Revised: **07/05/05**
 04/05/06
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