

# Apostolic Christian LifePoints

## *Job Description*

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<b>Position:</b>	<b>Housekeeper</b>
<b>Facility:</b>	<b>Agency</b>
<b>Department:</b>	<b>Domestic Services</b>
<b>Reports to:</b>	<b>Domestic Services Manager</b>
<b>Supervises:</b>	<b>None</b>

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**Scope of Position:** The primary purpose of your job position is to perform the day-to-day activities of the Housekeeping Department in accordance with current applicable Federal, State, and Local standards, guidelines and regulations, and established policies and procedures as directed by the Administrator, Maintenance Director to assure that our facility is maintained in a clean, safe, and comfortable manner.

### **Qualifications:**

1. Ability to read, write and speak the English language
2. Must be a minimum of sixteen (16) years of age and of good moral character
3. Must possess, at a minimum, an 8<sup>th</sup> grade education level
4. Must function independently, demonstrate personal integrity and have the ability to work effectively with clients, administrative personnel, consultants, vendors, and others

### **Core Expectations:**

1. Meet agency expectations for attendance, dress code, and working cooperatively with other employees
2. Follow safety requirements for agency and department
3. Respect rights and dignity of residents
4. Grasps instructions given for position
5. Knows procedures to cleaning room, follows daily lists of cleaning, and other information concerning position.

### **Job Responsibilities:**

1. Assure that work/cleaning schedules are followed as closely as practical
2. Keep work areas free of hazardous conditions
3. Report all accidents/incidents to your supervisor
4. Coordinate with other departments to ensure continuity of the residents' total regimen of care
5. Assure that established infection control and universal pre-cautions practices are maintained
6. Discard infectious wastes into appropriate containers
7. Maintain documentation as appropriate for the department
8. Make recommendations regarding equipment, supply, and other facility needs
9. If a resident is in need daily living care, seek assistance on the individual's behalf
10. Communicate and work as part of a team within the department as well as with other departments
11. Facilitate and model positive social interactions with community members, visitors, and other

staff

12. Monitor and care for department supplies and report maintenance needs to the Lead Housekeeper

**Other Responsibilities:**

1. Focus on meeting customer needs (staff, residents, families)
1. Support the vision, mission, and agency values in working with others which the agency has a relationship
2. Respect and follow all resident rights guidelines
3. Report any violations of resident rights to appropriate human rights staff
4. Maintain a positive, caring attitude throughout the workday
5. Use a team approach and help others
6. Display effective communication skills through proper interaction with residents, families and co-workers
7. Conduct yourself in a way that conveys an attitude of trust and dependability with co-workers
8. Report for work every scheduled day, on time and follow rules for the time clock
9. Respond to staffing needs of the department including calls for help when short staffed
10. Participate in department meetings and maintain appropriate number of in-service hours
11. Practice safe work habits and report all accidents/incidents to immediate supervisor as soon as they occur and complete required incident report
12. Maintain confidentiality of all resident information to assure resident rights are protected

**Physical and Sensory Requirements:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to bend, stoop, and move intermittently throughout workday
2. Must possess stamina to spend much of the workday standing or moving around
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately
4. Must possess emotional stability to work respectfully and harmoniously with clients and other staff
5. Must be able to use a computer, phone, and others as required
6. Must be able to lift, push, pull, and move equipment, supplies, and others, in excess of 50 pounds.

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## *Job Description Review*

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I have read or have had this job description read to me and I fully understand the job description, its requirements, and that I am expected to complete all duties as assigned. I understand that the job duties may be altered from these duties. I have noted below any accommodations that are required to enable me to perform these duties.

I understand that in this position I will be exposed to body fluids which may be infectious. I understand that the facility will make available to me, free of charge, the Hepatitis B vaccination. I also understand that the facility will follow any other laws regarding testing of residents if I am potentially exposed to blood.

I further understand that my employment is at-will and thereby understand that my employment may be terminated at-will by the facility or myself, and that such termination must be made in accordance with the Agency Personnel Policy.

Employee Name (print): \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_