



MORROW COUNTY HEALTH DISTRICT

Excellence in Healthcare

Employment at Morrow County Health District

At Morrow County Health District (MCHD), we believe that each employee makes a significant contribution to those we serve and the District as a whole.

The District's vision is to be the first choice for quality, compassionate care, and lead the way in promoting wellness and improving health in our communities. This is made possible by all employees agreeing to adhere to the District's Promise of Excellence and uphold the District's values of integrity, compassion, quality, respect, and financial responsibility.

Your contribution to the District and those we care for is not limited by the responsibilities set forth in this job description. This description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary.

Title: Housekeeper

Dept: Housekeeping

Exempt/Non-Exempt: Non - Exempt

Reports to: DEC Director

Pay Equity Group: Union

General Position Summary:

To maintain cleanliness of all MCHD hospital buildings, clinic buildings, and hospital house/apartment located in Heppner. Follows established district policies in performance of duties.

Essential Functions:

1. Clean Clinic and conference room bathrooms Monday – Friday. Deep clean on Mondays.
2. Clean District provided housing as needed.

AT HOSPITAL:

3. Use Housekeeping cart.
4. Clean and disinfect toilets, sinks, and showers.
5. Wash walls on a monthly schedule or as needed.
6. Mop floors every day.
7. Clean, disinfect, and make beds.
8. Clean and disinfect all room equipment and furniture.

9. Dust all room areas including high shelves, TV's, pictures, rails, clocks, pipes, windowsills, etc.
10. Do laundry on Saturdays and may fill in at other times as necessary.
11. Move furniture to clean rooms.
12. Take down and hang curtains and cubical curtains.
13. Mop all halls and entryways daily.
14. Keep downstairs clean, including all entryways, garbage cans, and restrooms.
15. Pickup garbage in cans, wastebaskets.
16. Wash and disinfect garbage cans and wastebaskets monthly.
17. Vacuum and spot clean carpets daily.
18. Wash entry windows daily or as needed.
19. Buff floors in rooms and downstairs as needed.
20. Wax all floors including all halls, entryways and rooms as needed.
21. Strip floors as needed.
22. Must be able to work with and cooperate with all other housekeepers.
23. Maintain strict patient confidentiality and follow all HIPAA regulations.
24. Follow all infectious control precautions and wear proper PPE when required.
25. Provide a clean environment for all patients, residents, visitors, and employees.
26. Follow all safety standards established by the facility and regulatory agencies.
27. Document job functions by use of checklists.
28. Keep all work areas clean and orderly.
29. Meet and converse with patients and residents.
30. Attend and participate in all departmental and facility in-services, training, etc.
31. Respond to emergency situations such as fires and evacuations.

SECONDARY FUNCTIONS:

1. Attend all required meetings and complete all assigned trainings by due date.
2. Operate equipment such as steamer, floor buffer, carpet cleaner.
3. Must be able to have transportation within the city limits to other district facilities.
4. All other job duties as assigned by supervisor.

Job Scope:

Supervisory Responsibility:

The Housekeeper does not have any supervisory responsibility.

Interpersonal Contacts:

Must have excellent interpersonal communication skills to accomplish a variety of work with various groups of people, including physicians, patients and family members, personnel from other hospitals, clinics, healthcare organizations and facilities, co-workers as well as the general public. A demonstrated understanding and appreciation for diverse cultures is required. Must be able to interact with others in a thoughtful and professional manner.

Specific Job Ability:

- Ability to communicate clearly with all patients, residents, visitors, and staff, and be able to read and understand written instructions, labels of chemicals, MSDS sheets, or any other items needed to perform job function.

- Ability to concentrate on moderate detail with constant interruptions and be able to organize duties so that they are completed in the allotted time.
- Able to remember day to day schedule changes and assignments.
- Able to respond in emergency conditions such as fire, evacuations, etc.
- Familiarity and ability to use broom, mop, bucket, wringer, dust mop, sponge mop, rags, housekeeping cart, vacuum, duster poles, spray bottle, chemicals, dispensers, step stool, washer, dryer, squeegee, etc.
- Must be able to read, write, speak, and understand English.

Specific Job Effort:

- Be able to constantly push and pull over 25 pounds and frequently over 50 pounds.
- Be able constantly lift 10 pounds and occasionally 50 pounds.
- Be able to grasp, push, pull, carry, or otherwise manipulate tools and items on a constant basis.
- Be able to perform hand, eye, and foot coordination on a constant basis.
- Be able to spend the work shift walking or standing.
- Be able to frequently bend, kneel, squat, climb, and twist to perform job functions.
- Must be able to work with chemicals.

Education, Experience and Certification/Licensure:

1. Minimum of a high school diploma or equivalent.
2. Experience Preferred.

Job Conditions:

- Will work indoors, with occasional outdoor work.
- Occasional exposure to blood, body fluids, infectious waste, hazardous materials.
- Frequent exposure to noise, dust, and chemicals.

I have read the above position description. I will perform the position to the best of my ability. A copy of this position will be placed in my personnel file.

Signature of Employee

Date