

**Housekeeping  
HK**

**Reports to:** Housekeeping Manager  
**Classification:** HK Union  
**Date:** 10/2020

**Department:** Housekeeping

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**JOB SUMMARY:**

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

**ESSENTIAL FUNCTIONS:**

1. Clean Clinic building bathrooms Monday – Friday. Deep clean on Thursdays.
2. Clean District apartment 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, TVs, pictures, rails, clocks, pipes windowsills, ect.
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 & 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 confidentiality and all resident and patient rights.
24. Provide a clean environment for all patients, residents, visitors, and employees.
25. Follow all safety standards established by the facility and regulatory agencies.
26. Document job functions by use of checklists.
27. Keep all work areas clean and orderly.
28. Meet and converse with patients and residents.
29. Attend and participate in all departmental and facility in services, training, etc.
30. Respond to emergency situations such as fires and evacuations.

**ADDITIONAL RESPONSIBILITIES:**

Follow direction of supervisor. Performs other duties as assigned by Supervisor or Administration.

**WORKING 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.
- Be able to constantly push and pull over 25 pounds and frequently over 50 pounds.
- Be able to 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.
- Able to perform hand, eye, and foot coordination on a constant basis.
- Be able to spend the work shift walking and standing.
- Able to frequently bend, kneel, squat, climb, and twist to perform job functions.
- 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.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Minimum of a high school diploma or equivalent.
2. Experience Preferred.
3. Must be able to work with chemicals.
4. Must be able to read, write, speak, and understand English.
5. Must be able to perform all lifting, bending, kneeling, squatting, and twisting as outlined above.

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

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*Signature of Employee*

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*Date*