

The Altenheim  
Job Description for Housekeeper

Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_  
Dept Assigned \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Shift Assignment: \_\_\_\_\_ Duty Hours: \_\_\_\_\_

The purpose of your Job Description

The primary purpose of your job position as Housekeeper is to provide our residents with routine housekeeping services in accordance with our established policies and procedures, and as may be directed by the Director of Environmental Services or Administrator, and to ensure that the highest degree of sanitation and cleanliness is maintained at all times.

Major Duties and Responsibilities

Listed below is an outline of the major duties and responsibilities that you will be required to perform. As a Housekeeper, you are delegated the administrative authority, responsibility, and accountability necessary to carry out assigned duties. Every effort has been made to make your job description as complete as possible. However, it in no way state or implies that these are the only duties you will be required to perform. Other related duties necessary to meet the housekeeping needs of the resident may be assigned to you.

Major Duties and Responsibilities

1. Report all accidents and incidents on the shift as they occur.
2. Use proper chain of command when reporting grievances.
3. Maintain good communications with the supervisor and report to the supervisor any concerns, problems, or policy infractions that might occur.
4. Maintain good rapport with residents, visitors, and fellow employees by being polite and courteous at all times.
5. Dress properly, groom well, and avoid any poor personal habits.
6. Follow the instructions and directions of your supervisor.
7. Be a cooperative worker, eager to offer assistance.
8. Be knowledgeable by understanding job routines and the reasons why job functions are performed.
9. Be innovative-- offer suggestions for improving operations.
10. Be organized in your place of work and in job routines to ensure efficient performance.
11. Exercise sound judgment and good sense when circumstances require a decision.

12. Show initiative by performing work without being told and by tackling non-routine job as they occur.
  13. Demonstrate reliability in completing jobs and working through obstacles and minor difficulties.
  14. Control your temper at all time; absorb routine pressures and job-related stress without hindering your performance or that of another employee and without confiding to non-supervisory persons your dissatisfaction.
  15. Produce a satisfactory quantity of work per time unit allowed.
  16. Be alert to instructions and new information as it is made available.
  17. Clean rooms and bathrooms as scheduled.
  18. Clean and disinfect resident rooms that have been vacated as instructed.
  19. Change linens as scheduled.
  20. Collect trash as scheduled.
  21. Sweep and mop designated areas.
  22. Vacuum halls as scheduled.
  23. Clean refrigerators as needed or scheduled.
  24. Keep housekeeping carts and equipment clean.
  25. ~~Keep vacuum cleaners and bags changed as needed.~~
  26. Clean and disinfect mop heads and hang them to dry as instructed.
  27. Check all baths at the end of the day and touch-up as needed.
  28. Windex entrance doors as scheduled.
  29. Clean receptionist desk as scheduled.
  30. Clean water fountain, telephones, window sills, and trash containers in hallways as instructed.
1. Clean the heating/air conditioning units as scheduled.
  2. Keep utility closets clean and organized.
  3. Secure the box containing your cleaning supplies by locking it at all times when not in use.
  4. Keep utility closets locked at all times when not in use.
  5. Be available for over-time work when needed by the facility.
  6. Follow cleaning schedules unless otherwise directed by your supervisor.
  7. Plan to finish every task you begin and take pride in a job well done.
  8. Attend and participate in scheduled training and educational classes as required by policy.
  9. Attend and participate in scheduled orientation programs and activities.
  10. Present a written/verbal report to fellow staff members when attending outside seminars or educational programs paid for by the facility.
1. Follow established smoking regulations; report all violations.
  2. Follow established safety precautions on the performance of all duties.
  3. Report all safety violations.
  4. Maintain a safe pathway in residential and employee areas.
  5. Use only the equipment that you have been trained to use.
  5. Operate all equipment in a safe manner.
  7. Use only the equipment and supplies necessary to do the job.

48. Report immediately defective equipment to your supervisor.
49. Ensure upkeep of all equipment by cleaning and storing it properly.
50. Maintain confidentiality of all resident care information.
51. Knock on resident's door prior to entering.
52. Treat each resident with respect, dignity, and kindness.
53. Maintain a good attendance record. (Abuse of this requirement is interpreted as excessive absenteeism.)
54. Maintain a good record of punctuality. (Abuse of this requirement is interpreted either as excessive tardiness, i.e., arriving later than your regular clock-in time, or excessive unauthorized early leave, i.e., departing work prior to your regular clock-out time.)
55. Limit personal calls at work to emergencies.
56. Others deemed necessary and appropriate, or as may be directed by the Director of Environmental Services.

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EMPLOYEE SIGNATURE

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DATE