



# GROVE MANOR

NURSING, REHABILITATION & PERSONAL CARE

<b>Job Title:</b> Housekeeping Aide	<b>FLSA Status:</b> Non-Exempt
<b>Job Codes:</b> E0406	<b>Reports To:</b> Housekeeping Supervisor
<b>Service Area:</b> Environmental Services	

## Position Summary

A Housekeeping Aide is responsible for maintaining a clean and safe facility.

## General Purpose

The general purpose of the Housekeeping Aide is to clean the facility for the residents according to State and Federal Guidelines.

## Role Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities necessary to perform the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Position Responsibilities

Specific responsibilities of the position include, but are not limited to, the following: Perform assigned day-to-day housekeeping functions.

- Perform specific tasks in accordance with daily work assignments and establish housekeeping procedures.
- Ensure that assigned work areas are maintained in a clean, safe, comfortable and attractive manner.
- Follow established safety precautions when performing tasks and using equipment and supplies.
- Ensure that established infection control practices are maintained when performing housekeeping measures.
- Clean/polish furnishings, fixtures, ledges, room heating/cooling units, etc., in resident rooms and recreational areas daily as instructed.
- Clean, wash, sanitize and/or polish bathroom fixtures.
- Clean windows/mirrors in resident rooms, recreational areas, bathrooms and entrance/ exit ways.
- Clean floors, to include sweeping, dusting, damp/wet mopping, stripping, waxing, buffing, disinfecting, etc.
- Clean carpets to include vacuuming, shampooing, deodorizing and disinfecting.
- Clean walls and ceilings by washing, wiping, dusting, spot cleaning, disinfecting, deodorizing, etc.
- Remove dirt, dust, grease, film, etc., from surfaces using proper cleaning/disinfecting solutions.
- Clean hallways, stairways and elevators.
- Discard waste/trash into proper containers and re-line trash receptacles with plastic liner.
- Ensure that work/assignment areas are clean and that equipment, tools, supplies etc., are properly stored at all times, including before leaving such areas for breaks, mealtimes, and end of the work day.
- Ensure that an adequate inventory of housekeeping supplies are maintained.
- Report burned-out light bulbs, exit lights, overhead lights, fluorescent lights, room-call lights, etc., to the supervisor as soon as practical.
- Perform terminal cleaning procedures, as instructed, when a resident is discharged and/or transferred.
- Ensure that work/cleaning schedules are followed as closely as practical.
- Follow established fire safety policies and procedures.
- Assist others in lifting heavy equipment, supplies, etc., as directed or requested.
- Report all accidents/incidents to the supervisor.
- Maintain the confidentiality of resident care information.
- Honor the residents' personal and property rights.
- Clean work/supply carts, equipment, etc., as necessary/directed.
- Turn in all found articles to the supervisor.
- Attend departmental and staff meetings.
- Keep work/assignment areas free of hazardous objects, such as protruding mop/broom handles, unnecessary equipment, supplies, etc.
- Attend and participate in in-service educational classes and on-the-job training programs.



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## Essential Knowledge, Skills and Ability

### Education/Certifications/Experience

- EDUCATION: High School Diploma or Equivalent
- EXPERIENCE: Work Experience – 1 year working experience in a healthcare facility preferred but not needed.

### Knowledge:

- CUSTOMER AND PERSONAL SERVICE: Knowledge of principles and processes for providing excellent customer and personal services. This includes, but is not limited to, meeting the quality standards for housekeeping techniques and practices, and health care sanitation and hygiene, in a manner which promotes resident satisfaction.
- ENGLISH LANGUAGE: Must have the ability to read, write, and follow oral and written directions at a level necessary to accomplish the job.
- MATHEMATICS: Ability to perform basic mathematics.
- SAFETY AND SECURITY: Knowledge of use and cleaning of equipment, policies, procedures.

### Skills/Abilities

- ACTIVE LISTENING: Ability to give full attention to what others are saying. Ability to hear and respond to residents.
- CRITICAL THINKING: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- COMMUNICATION: Ability to communicate effectively across the organization in English. Includes the ability to read, comprehend, and interpret documents such as safety rules and procedure manuals. Ability to speak effectively and be understood by others.
- QUALITY MANAGEMENT: Looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- PROBLEM SENSITIVITY: Ability to tell when something is wrong or is likely to go wrong. It includes recognizing and solving problems.
- ORGANIZING, PLANNING & PRIORITIZING WORK: Ability to develop plans in order to organize, set priorities, and accomplish daily duties.
- JUDGMENT AND DECISION MAKING: Is able to make good decisions and use judgment to get the job accomplished.
- INDUCTIVE REASONING: Ability to combine pieces of information to form general rules or conclusions and finding a relationship among seemingly unrelated events.
- DEDUCTIVE REASONING: The ability to apply general rules to specific problems to produce answers that make sense.
- TEAMWORK: Ability to work well with supervisors, peers, and subordinates to achieve goals. Readily gives and receives help and values the contribution of teammates.
- ATTENTION TO DETAIL: Being careful, accurate and thorough in completing work-related tasks.
- EMOTIONAL STABILITY: Ability to cope with the stresses of the environment.
- DEPENDABILITY: Reliable, responsible, and dependable, while fulfilling obligations. Must be capable of maintaining regular attendance.
- INTEGRITY: Ability to be an honest and ethical employee while exercising both patience and tact and complying with the Facility's policies and procedures.
- TECHNICAL: Ability to understand equipment function and operation of equipment used in the performance of duties. Some ability to use basic computer technology with training as required to complete job duties.

## Valued Skills, Interests, and Experience *(not required)*

Employee should possess a genuine sensitivity towards the needs and feelings of others and have the ability to deal with a variety of personalities and constant changing environment.

## Reporting to this Position

None.



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### Position Hours and Travel

- Overtime hours, with little or no notice, may be required, if deemed necessary by the reporting supervisor.
- Although unlikely, local and out-of-town travel may be required for training purposes. Average travel expectation is less than 2%.

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### Compliance Program

Our Facility is committed to compliance with program requirements and ensuring that employees understand the value the Facility places on its compliance program. All relevant personnel will participate in compliance education and training programs of the Facility. Employees will be required to have a minimum number of educational hours per year, as appropriate, as part of their employment responsibilities. Participation in training programs is a condition of continued employment. These training requirements will be a factor in each employee's annual evaluation.

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### Physical Demands and Work Environment

The physical demands and work environment characteristics described here 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.

- *Physical Demands:* While performing the duties of this job, the employee is required to walk, reach, climb, bend, stoop, lift, grasp, balance, push, and pull food and equipment on a sporadic basis. The employee must be able to lift, push, and/or move up to 75 pounds, with or without assistance. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Additionally, employees must have the ability to hear and respond, distinguish smells, tastes, and temperatures.
- *Work Environment:* While performing the duties of this job, the employee may be exposed to hazardous chemicals, infectious waste, blood and body fluid, diseases, and conditions prevalent at the time. Employees may also be subject to emotionally distraught residents, family members, visitors, and personnel. The noise level in the work environment is typically minimal to moderate. Employee may also be subject to extreme temperature shifts from hot to cold and a steamy environment in the dish room.

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### Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA), signed into federal law in 1996, set national standards regarding security and privacy of a person's health information.

Our Facility is committed to protecting the privacy, security, and integrity of individually identifiable health information received from or, on the behalf of, our employees. Our Facility adheres to the highest standards in integrity in the performance of its business and is prepared to maintain compliance with HIPAA and other regulatory requirements by adopting and adjusting policies and processes as necessary.

Employees will hold confidential any proprietary information including all resident records, medical documentation and third party insurance information. All resident medical records shall be treated as confidential so as to comply with all applicable laws regarding the confidentiality of resident records, including, without limitation, the privacy and security standards promulgated under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). Employees do not divulge, disclose or communicate to any person or entity (other than as required by law), information affecting or relating to residents or employees.



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## General Sign-Off

The employee is expected to adhere to all Facility policies and procedures.

**I understand this job description and its requirements. I understand that I am expected to complete all duties as assigned and aware that my job functions may be altered from time-to-time.**

**I have noted below any accommodations that are required to enable me to perform these duties, including any job responsibilities or functions that I am unable to perform, with or without accommodation.**

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**Employee's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Facility Representative's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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**FOR HR SERVICES PURPOSES ONLY**

LAST REVISED: 01/01/15

REPLACES: 01/01/10