

M A R Q U E T T E G E N E R A L H E A L T H S Y S T E M S

JOB DESCRIPTION

POSITION: Housekeeping Aide DEPARTMENT: Housekeeping (8500)
SUPERVISED BY: Dir, Housekeeping SUPERVISES: None
EFFECTIVE DATE: February 27, 1998 JCC: 430
REVIEW DATE: 3/98; 2/99; 2/00; 9/01; 11/02 REVISED DATE: 3/98; 2/99; 11/03
11/03
PREPARED BY: Ellen Greer TITLE: Dir, Housekeeping
RECOMMENDED BY: Dennis Boe TITLE: Assistant Administrator
APPROVED BY: Al Hendra TITLE: Asst. Admin./Hum. Res.

POSITION SUMMARY:

Performs a variety of general cleaning tasks to maintain patient rooms, offices, hallways and other assigned areas of the hospital and hospital facilities.

POSITION ACCOUNTABILITIES/COMPETENCIES:**

Does
Meets Not
Meet*

- 1. Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1,5)
- 2. Utilizes excellent customer service skills at all times. (1,5)
- 3. Complies with federal and state law and accrediting and licensing agencies at all times, to include but not limited to, JCAHO and federal compliance regulations. (1,5)
- 4. Dusts furniture, woodwork, equipment and dust mops floor. Polishes and cleans fixtures in utility rooms and bathrooms. (1)
- 5. Operates vacuum. (1)
- 6. Wet mops rooms, halls, stairways, and public areas. (1)
- 7. Cleans vents, fans and other equipment using vacuum machines.
- 8. Cleans fixtures, tops of windows, door frames and high areas using a ladder.
- 9. Gathers and disposes of trash and waste materials. (1)
- 10. Moves furniture and other objects as required.

- 11. Removes waste and soiled linens from work area and places in specified bags or containers. (1,8)
- 12. Performs terminal cleaning procedures of patient rooms and prepares room for new occupant; follows isolation procedures in isolation rooms. (1,8)
- 13. Cleans and disinfects all fixtures, floors, mirrors, windows, doors, and walls of bathroom. (1)
- 14. Participates in educational programs and inservice meetings.
- 15. Attends meetings as required.
- 16. Performs other related duties as assigned or requested.

*Comment or data needed to support this.

**Those activities that employees are required to and able to perform independently following procedure and/or criteria.

POSITION QUALIFICATIONS:

Minimum Education:

- Less than high school

Minimum Experience:

- On-the-job training

Physical Demands:

- Heavy physical effort required
- Prolonged, extensive, or considerable standing/walking
- Considerable reaching, stooping, bending, kneeling, crouching

Working Conditions:

- Exposed to housekeeping cleaning agents/chemicals
- Works in precarious or high locations (ladders, scaffolding, etc.)

- (1) The performance of this function is the reason that the job exists and is a critical activity.
- (2) There are limited employees among whom the performance of this function can be distributed.
- (3) This function occupies a great deal of the employee's time.
- (4) This function is highly specialized. Employees are hired for the skill/ability to perform this.
- (5) Failure to perform this function may have serious consequences.
- (6) The function was performed by past employees, and is performed by current employees.
- (8) Exposure to bloodborne pathogens that requires use of personal protective equipment.

The above statements are intended to describe the nature and level of work being performed. They are not construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.