

# EA1-GEN HOUSEKEEPER-10237

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## Summary

An Environmental Services Housekeeper plays a vital role to ensure every patient, family member and staff person has a clean, safe and sanitized environment for healing and exceptional patient care. A Housekeeper plans out their day with supplies, manages time, prioritizes high need tasks, adjusts and adapts work tempo depending on the needs of the hospital. Performs in-patient room discharge cleaning to ensure a clean and aseptic environment that meets approved cleaning standards. Performs daily cleaning and sanitation of patient rooms, office spaces, public spaces, clinical spaces, etc. Performs cleaning in a manner that meets or exceeds hospital cleaning standards as outlined in the department policies. Collaborates and builds relationships with coworkers, leaders, staff, patients and families in a professional manner. Communicates needs for assigned areas to clinical/support staff, leaders and other housekeepers as needed. Requires continuous physical activity throughout the shift. Other duties as assigned depending on hospital and patient needs.

## Responsibilities

Job Standard 2: TECHNICAL SKILLS: Performs inpatient, outpatient and/or office room cleaning to ensure a clean and aseptic environment that meets approved cleanliness standards. TECHNICAL SKILLS: Uses proper personal protective equipment (PPE), as trained, at all times. TECHNICAL SKILLS: Uses proper cleaning techniques, proper and consistent vacuuming and touch point sanitizing. TECHNICAL SKILLS: Uses proper chemicals at correct dilutions in correctly labeled containers. TECHNICAL SKILLS: Performs special project activities as needed such as wall washing, curtain hanging, window cleaning, furniture cleaning, bed movement, conference room setups, deliver supplies, and other tasks as needed. TECHNICAL SKILLS: Uses micro-fiber cleaning cloths/mops per instruction; returns all cloths/mops @ end of shift. TECHNICAL SKILLS: Maintains equipment and carts in a clean, working condition at all times. Keeps all equipment reservoirs purged and cleaned; keeps vacuum parts intact and in place; carts cleaned, stocked and organized; waste carts maintained in a clean and sanitary condition. TECHNICAL SKILLS: Cleans, organizes and maintains all holding areas, equipment storage rooms, supply closets, and EVS use areas at all times. Keeps sanitation docks clean . TECHNICAL SKILLS: Follows all proper discharge cleaning procedures to ensure a defect free room in the prescribed amount of time. TECHNICAL SKILLS: Properly operates trash compactor. TECHNICAL SKILLS: Demonstrates proper use of communication systems -

## Other Information

EXPERIENCE DESCRIPTION: A minimum of one year of experience in a position requiring customer services skills is required. EXPERIENCE PREFERRED: EDUCATION DESCRIPTION: EDUCATION PREFERRED: High School diploma or equivalent is preferred. TRAINING DESCRIPTION: TRAINING PREFERRED: SPECIAL SKILLS DESCRIPTION: \* Excellent customer service skills with a friendly, helpful attitude. \* Works well in a team environment. \* Ability to communicate with others in a professional manner. \* Meets expectations of cleaning needs in an active work environment. \* Ability to adapt to changing daily needs based on hospital needs. \* Demonstrates initiative in critical thinking and problem solving. \* Ability to use a computer or other technology to perform essential functions of the position (including pager, email, internet, etc.) SPECIAL SKILLS PREFERRED: LICENSURE DESCRIPTION: LICENSURE PREFERRED:

phones, pagers and voceras as evidenced by proper communication response, and returning pages. TECHNICAL SKILLS: Completes area checklists, sign-in sheets and other work records as assigned by Supervisor. TECHNICAL SKILLS: Returns all voceras, keys, and daily duty lists at the end of shift. TECHNICAL SKILLS: Performs other, similar related, tasks as required to maintain the facility in a clean, safe and sanitary manner. Job Standard 3: INFECTION CONTROL: Uses proper personal protective equipment (PPE), as trained, at all times. INFECTION CONTROL: Practices standard precautions while completing daily work assignments. INFECTION CONTROL: Demonstrates proper cleaning techniques for Isolation Rooms, acknowledging signage and responding accordingly. INFECTION CONTROL: Does not store food or drink on carts/equipment, in work areas or supply closets. INFECTION CONTROL: Demonstrates proper hand washing at all times. INFECTION CONTROL: Identifies and segregates regulated waste and recyclables from general waste and ensures proper disposal procedures are followed for each. Job Standard 4: Policies: Keeps current on department communications by attending department team huddles, staff meetings, training sessions and hospital in-services.

## Detailed Responsibilities

## Competencies

## Skills

## Education

Essential:

\* HIGH SCHOOL DIPLOMA/GED

## Credentials

## Working Conditions