

CORNERSTONE NURSING AND REHAB CENTER

Title Job Description	HOUSEKEEPING AIDE 3 pages
Department	Housekeeping
Supervisor	Environmental Services Supervisor
Work Area	Common areas, resident rooms, offices, etc.
Purpose	To perform housekeeping duties and to assure a safe, clean and healthful environment for the residents, families, visitors and staff.

GENERAL DESCRIPTION

The employee will perform housekeeping duties to assure a safe, clean and healthful environment for the residents, families, visitors and staff. The department is to provide services at the optimal convenience of other departments. The activity of cleaning has a direct effect on the comfort, morale, and safety of the residents, families, staff and visitors. The department has a direct effect on the prevention and spread of disease organisms.

PRINCIPLE DUTIES

- Clean resident rooms, baths, common resident areas, staff work areas, and other common areas used by staff and visitors
- Perform cleaning procedures such as sweeping, mopping, dusting, vacuuming, washing windows and walls, polishing, scrubbing, dusting and etc.
- Re-stock housekeeping carts, soap dispensers, paper towel dispensers and toilet tissue
- Assure that all work areas and carts are kept safe and secure
- Follow daily cleaning schedule as stated in Housekeeping Policies and Procedures

PRINCIPLE RESPONSIBILITIES

- Follow all the policies and procedures set forth in the Policy and Procedure Manual
- Attend all required in-service training sessions
- Maintain positive relations with residents, families and staff
- Be familiar with all infection control, department and facility policies and procedures which directly impact on the duties of the housekeeping aide
- Follow all safety rules when using equipment and chemicals and report unsafe work areas to maintenance
- Maintain confidentiality
- Comply with applicable standards of behavior and conducts including, but not limited to, standards of conduct and professional code of ethics
- Identify materials from their label, follow label instructions and understand their directions for use
- Prepare written reports, when necessary

- Complete all training classes, as assigned, with in the specified timeframe
- Other duties as assigned by supervisor and/or administrator
- Use proper protective equipment, when required

PERSONAL QUALIFICATIONS

- Be 16 years of age or older
- Must have completed at least the 8th grade in High School
- Possess good moral character
- Possess good mental, emotional, and physical health
- Possess the ability to read and write with clarity
- Possess leadership ability
- Have the ability to work independently

PHYSICAL DEMANDS OF THE JOB

See Physical Demands for this position.

WORKING CONDITIONS

- The aide works in a well-lit, well ventilated facility but can be subject to odors, such as feces, urine and etc.
- The aide will have frequent contact with residents.
- When conditions warrant, the aide may be required to work outside the physical plant.

WORKING HOURS

Two shifts: 6:00 am – 2:30 pm
 8:00 am – 4:30 pm

Shifts are 8 hours long, Saturday thru Friday including weekends and holidays.

 Environmental Services Supervisor

 Date

Reviewed:
 Initials/date: _____
 Initials/date: _____
 Initials/date: _____

I, _____ have read the above job description and fully understand the conditions set forth therein, and as Housekeeping Aide, I will perform these duties to the best of my ability. I also understand Cornerstone Nursing and Rehab Center cannot guarantee my employment and that Cornerstone may change wages, benefits and/or conditions of employment at any time.

Employee Signature

Date