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**Job Title:** Housekeeper

**Reports To: Environmental Services Manage**

**Prepared Date: 2/21/2023**

**Classification:** Non-Exempt

**Position Summary**

To assure that our residents’ home is clean, kept free of noxious smells, and well maintained for the benefit of our residents, families, and staff.

**Essential Duties and Responsibilities**

* Practice the Values, the Mission, and philosophy of Cheyenne County Hospital District 3 dba Cheyenne Manor.
* Cleans resident rooms, hallways, lobbies, lounges, restrooms, corridors, stairways, dining rooms, shower rooms, offices and other work areas so that health standards are met.
* Performs above function with due consideration for residents in their homes.
* Empties wastebaskets, trash containers, and transports other trash and waste to appropriate disposal areas.
* Sweep, scrub, and/or mop floors, using brooms, mops, and other required equipment.
* Reports burned out or missing light bulbs or any other repairs needed throughout the facility and/or reports safety hazards to supervisor.
* Maintains equipment; reports needs for painting and minor building or equipment repair to supervisor.
* Dusts furniture, blinds, fixtures, and other equipment in an orderly fashion.
* Washes beds to include mattress, frame, and headboards.
* Moves and arranges furniture in resident rooms.
* Cleans floors, to include; spills and spots on floors
* Spot cleans furniture as needed. Reports any issues with furniture including tears/rips, smells, or wear of furniture to supervisor.
* Keeps storage areas and housekeeping carts well stocked, clean, and tidy.
* Replenishes paper products, exam gloves, soap, hand sanitizer, and trash bags.
* Performs related duties as assigned to maintain cleanliness, sanitary, and safe conditions.
* Maintain punctuality when reporting to work and leaving work.
* Must use proper universal cautions.
* Must maintain confidentiality of all work-related information according to HIPPA regulations.
* In addition to the responsibilities described above, the role many include other responsibilities and duties as assigned on occasion, based upon district needs or requirements.
* Will attend facility meetings and department meetings as instructed.

**Knowledge, Skills, and Abilities**

Less than a high school education; or up to one-month related experience or training; or equivalent combination of education and experience. Should be knowledgeable of common housecleaning devices such as brooms, mops, and vacuums. On the job training provided at the facility.

**Education, Training, and Experience**

To perform this job successfully, an individual must be able to person must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Ability to manage time and resources effectively.
* Ability to communication effectively with co-workers.
* Must demonstrate the willingness and ability to learn & perform all duties required by the Environmental Department.
* Ability to work and converse in a polite manner with residents, their families, co-workers, and others associated with the position on a daily basis.
* Ability to understand & follow verbal and written instructions.
* Must have good writing & communication skills.
* Must be able to use initiative and judgment in maintaining assigned area in a clean and orderly condition.
* Must exhibit courteous, compassionate, and respectful treatment of residents, families and co-workers.
* Must display a positive attitude and flexibility in changing situations.

**Travel Requirements**

At this time, no travel requirements.

**Material and Equipment used but not limited to:**

General housekeeping supplies related to, but not limited to; cleaning chemicals, water, mopping equipment, sweeping equipment, vacuums, cleaning cart, trash cart, dusting supplies, and other equipment to fulfill the essential duties of this position.

**Physical Activity & Work Environment**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Not Applicable** | **Less than 50%** | **More than 50%** |
| Sitting |  | X |  |
| Walking |  |  | X |
| Standing |  |  | X |
| Bending |  |  | X |
| Stooping |  |  | X |
| Using hands/fingers to feel or handle items |  |  | X |
| Reaching, pushing or pulling with arms/hands |  |  | X |
| Kneeling, crawling, or crouching |  |  | X |
| Talking or hearing |  |  | X |
| Tasting or smelling |  | X |  |
| Lifting, moving or exerting force at times up to 100 lbs. |  | X |  |
| Seeing up close |  |  | X |
| Seeing long distances |  |  | X |
| Seeing color |  |  | X |
| Use of peripheral vision |  |  | X |
| Perceiving depth |  |  | X |
| Working indoors in an office environment | X |  |  |
| Working with airborne particles or fumes |  |  | X |
| Dealing with hostile or emotionally distraught individuals |  | X |  |

**Compensation and Benefits**

Position is non-exempt and paid at an hourly rate, wage range is $13.65 - $18.32 depending on experience. Hours are 5a to noon and 6a to 2p, including every other weekend and holidays.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

All Cheyenne Manor employees are employed at will. Employees of Cheyenne Manor may terminate the employment relationship at any time, with or without prior notice, warning, procedure or formality, for any reason or no reason. The at-will nature of Cheyenne Manor’s employees cannot be modified by any writing, by an oral communication, or by custom, habit or practice. In the event of a conflict between this disclaimer and any other statement, oral or written, present or future, concerning terms and conditions of employment, the at-will relationship confirmed by this disclaimer shall control.

I certify that this job description was provided to me and that I fully understand that I attest that I am able to perform all essential functions, duties and responsibilities of the job, as listed above.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Manager: Date:

Employee: Date: