

KIOWA COUNTY MEMORIAL HOSPITAL

JOB DESCRIPTION

Position ID #

POSITION Housekeeper–Full time (36 – 40 hours/week) or Part Time (20 hours weekly minimum)

SUMMARY Is responsible for cleaning and servicing assigned areas. Must be willing to perform routine, repetitive tasks on a continuous basis as assigned by the housekeeping supervisor.

EXPERIENCE REQUIRED Previous housekeeping and/or nurse aide experience preferred.

SKILLS AND ABILITIES

1. Must know how to use common housecleaning implements, such as mops, floor waxes, vacuum, shampooer, buffer, etc.
2. Must be able to read and understand instructions on various cleaning solutions.
3. Must know how to care for equipment, how to measure cleaning solutions, and be alert to hazards.
4. Must have ability to follow oral and/or written instructions.

ESSENTIAL RESPONSIBILITIES

1. Assembles materials and supplies from the supply room and transports them to the work area.
2. Cleans assigned areas by washing furnishings, equipment, and mopping floors with special cleaning solutions and disinfectants to prevent the spread of disease.
3. Uses damp, disinfectant-treated cloths and vacuum cleaner to dust windowsills, blinds, floors, furniture, and equipment in an orderly fashion.
4. Scours and polishes sinks, tubs, mirrors and similar equipment.
5. Replenishes supplies of soap, towels, and other dispensable items.
6. Requests help in moving heavy furniture and in turning mattresses. Reports any mechanical failures or negative conditions observed in assigned area to the supervisor.
7. Washes walls and ceilings using water, cleaning solutions, sponge and cloths.
8. Gathers and disposes of trash, washes wastebaskets and large refuse containers, and relines with plastic bags.
9. Periodically polishes floors using buffing machine and polish.
10. Strips and refinishes floors as necessary.
11. Washes windows and screens as necessary.
12. Replenishes cart supplies and keeps cart clean and orderly.
13. Keeps Housekeeping closet clean and free of food and clutter.
14. Performs other related duties as required.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the Department.

