

JOB DESCRIPTION



POSITION:

Reports to:

Approved:

Revised:

Department:

FLSA:

Housekeeper

Practice Manager

February 22, 2001

November 26, 2007; October 9, 2017; May 27, 2020;

January 25, 2022; October 23, 2023

Operations

Non-exempt

Basic Function: Housekeeping is responsible for maintaining a clean environment.

Essential Functions:

1. Always wear gloves when cleaning a room, whether or not contact with blood or body fluids is a possibility.
2. Daily cleaning should always include the floor, bathroom and patient contact areas.
3. Clean blood spills with the approved disinfectant with a clean disposable cloth/rag. The cloth used to clean body fluid spills must be bagged and sent to the laundry.
4. Gowns/masks/gloves may be required when working with biohazardous material or communicable diseases. The mop and mop water will be changed after cleaning that room. Staff will leave instructions for housekeeping staff when a room has been used.
5. Biohazard Waste is placed in red bags and in approved containers.

A. Biohazard Waste is defined as human blood and blood products, discarded product and materials containing free flowing blood or free flowing blood components. Medical sharps, discarded needles, syringes, contaminated articles that may penetrate the skin, pathological and microbiological waste.
6. Follow manufacturer guidelines for dilution and use of cleaning products.
7. Wash privacy curtains in exam rooms at least once a month or more if visibly soiled.
8. Mop Water: Change water after mopping 2-3 rooms or sooner if water is visibly dirty. Mop the lobby last.
9. Mop heads should be washed daily via laundry service.
10. Mop Heads: When finished mopping body fluids, blood, etc. discard the germicidal solution and change the mop head. The mop cannot be used for other areas until the mop head has been run through the laundry service.
11. Carpeted areas are vacuumed daily or more if needed and baseboards are dusted.
12. Wipe down patient registration counter and check out area and phones with cleaning solution daily.
13. Wipe down all door knobs and light switches daily.
14. Removal of all trash daily.
15. Dust all furniture using furniture polish weekly.
16. Dust silk plants/pictures weekly.

17. Reports and validates hazardous chemicals in use.

18. Complies with CHC Standards of Conduct, Code of Conduct and Corporate Compliance.

Secondary Functions:

1. Understands role in Disaster Plan and that safety is a condition of employment.
2. Uses PPE as appropriate.
3. Follows CHC's policies and procedures.
4. Other duties as assigned.

Minimum Qualifications:

1. Ability to perform each essential function duty satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Basic computer knowledge.
3. Ability to maintain confidentiality at all times in all situations and follow the laws and intent of the most current HIPAA laws and regulations and Canyonlands' security and privacy policies.
4. Ability to read, write and speak English.

Preferred Qualifications:

1. Prior housekeeping experience.
2. Bi-lingual (English/Spanish/Navajo) language skills.

Appearance Standards:

This position shall follow the appearance standards as outlined in Canyonlands' Personnel Policy "*Personal Appearance*".

Physical Requirements:

Housekeeping Staff - All Levels				
	Not Applicable	Occasionally	Frequently	Constantly
Stand				X
Vision - near				X
Vision – w/assistance				X
Walk				X
Sit	X			
Handling				X
Reach outward			X	
Reach above shoulder			X	
Climb		X		
Crawl		X		
Squat/kneel			X	
Bend			X	
Lift/Carry				
10 lbs or less			X	
11-20 lbs			X	
21-50 lbs		X		
51-100 lbs	X			
Over 100 lbs	X			
Push/Pull				
12 lbs or less		X		
13-25 lbs		X		
26-40 lbs		X		
41-100 lbs	X			
Not applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hrs per day)			
Frequently	Position requires this activity from 33% -66% of the time (2.5-5.5 hrs)			
Constantly	Position requires this activity more than 66% of the time (5.5 hrs +)			

OSHA CATEGORY CLASSIFICATION:

I understand that the duties that are required of me place me in a Category I.

While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.

Travel is is not required. It is anticipated that travel will be: 0% – 10% 50%-75%
 10% – 25% 75% - 90%
 25% – 50%

Canyonlands requires all staff to be vaccinated for Flu, Hep B, MMR, Tdap, Covid-19, and Varicella. New employees must be screened for Tuberculosis.

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job's responsibilities/tasks may be modified and/or expanded over time. **Canyonlands will inform the employee when changes in the respective job description are made.**

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. **I understand that failure to adhere to these responsibilities could be grounds for disciplinary action.**

Print Name

Signature

Date