



HOUSEKEEPER

DEPARTMENT: ENVIRONMENTAL SERVICES

REPORTS TO: ENVIRONMENTAL SERVICES MANAGER

FLSA STATUS: NON EXEMPT

SUMMARY: Responsible for cleanliness of space and building assigned.

QUALIFICATIONS:

- Background in cleaning, housekeeping desired.
- Must meet physical requirements of job.

DUTIES AND RESPONSIBILITIES:

- Responsible for daily cleaning of patient rooms, exam rooms, hallways, offices, ancillary service areas and other areas as needed and directed.
- Responsible for cleaning walls and window treatments as needed.
- Responsible for cleaning floors, windows, and bathrooms routinely.
- Responsible for emptying and removing all garbage and trash when on site.
- May be required to assist in Laundry.
- Other cleaning, housekeeping chores as directed.
- Other duties as assigned.

PERFORMANCE STANDARDS:

- To present a clean, sanitary and safe working environment for both employee and client alike, which meet or exceed the standards of Administration or department manager.
- Must be totally confidential with what is heard or seen with respect to patient information.
- Regular attendance is necessary for continued employment.

