

Clark County Wisconsin Position Description



Job Title: Housekeeper
Department: Housekeeping
Reports To: Housekeeping Supervisor
Pay Schedule: O
FLSA Status: Hourly
EEOC Job Code: 8032 (FT); 8067 (PT)
EEOC Function: 7

Purpose of Position:

The Housekeeper assists in maintaining the interior of the Clark County Health and Rehabilitation Center, ensuring a safe and sanitary environment throughout the facility. This position also aids in the prevention of communicable diseases by thoroughly sanitizing all public areas and private rooms.

Minimum Training and Experience Required to Perform Essential Job Functions:

A high school diploma or its equivalent is required. Prior experience in a similar (housekeeping/custodial) position is preferred.

Essential Duties and Responsibilities

The following is a list of responsibilities expected of staff in this position; this information may be updated and modified as needed due to program modifications, technology changes, or regulatory compliance.

- Provide a clean and sanitary environment for residents and staff
- Follow Housekeeping policies and procedures according to State and Federal regulations
- Perform housekeeping and disinfecting duties within established guidelines and assigned areas.
- Follow cleaning schedules as outlined and according to calendars.
- Disinfect building floors and walls on a routine basis (sweeping, mopping, scrubbing, waxing or vacuuming)
- Wash windows
- Disinfect bathrooms
- Disinfect and sanitize all hard surfaces per state regulations
- Wash and disinfect beds monthly
- Responsible to follow cleaning rotation of privacy curtains and drapes
- Perform emergency housekeeping when accidents occur
- Use proper body mechanics and other safety precautions to prevent injury.
- Set up, arrange, and remove decorations, tables, chairs
- Keep equipment in working order in accordance with manufacturers' recommendations at all times.
- Maintain a safe and cooperative working environment
- Respect resident rights and maintain confidentiality at all times.
- Participate in Quality Assurance
- Respond appropriately to Emergency Codes.
- Monitor the facility for fire and safety hazards and participate in fire and disaster drills.

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- Follow Fire Safety policies and procedures according to the Department of Commerce
- Member of the Safety Team which includes the Fire Brigade and trained in confined space safety, respirator and CPR, CPI, etc.
- Participate regularly in appropriate in-service education
- Follow MSDS sheets according to the Department of Commerce
- Use universal precautions at all times, including outbreak status.
- Follow Infection Control policies and procedures according to State and Federal regulations
- Establish appropriate working relationships with supervisor.
- Present a neat, well-groomed professional appearance.
- Arrive to work on time and as scheduled
- Comply with safety requirements and advise management of issues and/or concerns
- Restock supplies
- Act as member of Fire Brigade

OTHER SKILLS AND ABILITIES

Mathematical Ability

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Language Ability, Interpersonal Communication Skills, and Other Knowledge and Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Reasoning Ability

- Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Strong work ethic and leadership skills
- Ability to give direction and communicate effectively

Environmental Adaptability

- Ability to work effectively in an office environment.
- Ability to interact positively with public and others.
- Working knowledge of hazards and safe working practices
- Working knowledge of methods, practices and equipment related to scrubbers
- Knowledge of proper disinfecting techniques per infection control policies
- Ability to work independently
- Ability to frequently reach, bend, stoop and lift
- Ability to work in a standing position for long periods of time
- Ability to set and manage goals and time
- Ability to work all areas and shifts within the department

CONDITIONS OF EMPLOYMENT

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

To perform this job successfully, an individual 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.

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
LIFT/CARRY				
1 – 10 lbs.				X
11 – 20 lbs.				X
21 – 50 lbs.			X	
51 – 75 lbs.			X	
76 – 100 lbs.	X			

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
PUSH/PULL				
1 – 10 lbs.				X
11 – 20 lbs.				X
21 – 50 lbs.			X	
51 – 75 lbs.			X	
76 – 100 lbs.		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
MOVEMENT				
Bend/Stoop/Twist				X
Crouch/Squat			X	
Kneel/Crawl				
Reach above shoulders			X	
Reach below shoulders			X	
Repetitive Arm Use				X
Repetitive Wrist Use				X
Repetitive Hand Use				X
Grasping				X
Squeezing				X
Climb Stairs/Ladder		X		
Uneven Walking Surface		X		
Even Walking Surface		X		X

VISION REQUIREMENTS	
Depth Perception	X
Less than 20 inches	X
Color Vision	X
Peripheral Vision	X

ADDITIONAL CONSIDERATIONS (Including clarification of any of the above)

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
EQUIPMENT USE & OPERATION				
Motor Vehicles		X		
Operate Foot Pedals		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals			X	
Fumes			X	
Height		X		

	Never (0%)	Occas. ≤44% of time	Freq. 45-66% of time	Contin. 67-100% of time
ENVIRONMENT				
Indoors				X
Outdoors	X			
Extreme Heat	X			
Extreme Cold	X			
Dusty			X	
Excessive Noise		X		
Other (explain)				

ENDURANCE		
Task	Hours at one time	Total Hours in 8 Hr Day
Sit	30 MIN	1
Stand	2	5
Walk	1	2

Clark County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

By signing below, I certify that I have read the above information and am able to perform the essential job functions as it pertains to this position.

Employee's Signature

Supervisor's Signature

Date

Date