

 Job Description

**Job Title:** Housekeeping/Janitorial

**Classification:** PRN

**Education Required:** High School/GED

**Reports to:** Director of Home Health Care

**Creation Date:** 03/11/2013

**Revised Date:**

**Job Summary**

Performs a combination of cleaning duties in the Home Health Care site while following safety protocols.

**Essential Duties and Responsibilities**

* Clean rooms, hallways, lobbies, lounges, restrooms, corridors, stairways, and other work areas so that health standards are met.
* Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers.
* Empty wastebaskets and transport other trash and waste to disposal areas.
* Sweep, and scrub floors, using brooms and mops.
* Dust and polish furniture and equipment.
* Keep storage areas and carts well-stocked, clean, and tidy.
* Cleans and disinfects all areas as assigned daily, following environmental services procedures.
* Reports all building and/or furniture maintenance requirements to the Home Health Care Director.
* Responsible for the operation of cleaning equipment in a safe and productive manner.
* Other duties as may be assigned.

**Job Requirement**

**Education**: High School diploma or GED

**Licensure/Certification:**

**Experience:** 2 – 3 years previous housekeeping/janitorial experience required. Knowledge of safety procedures. Must be able to operate housekeeping equipment. Ability to read directions on labels. Ability to follow verbal instructions.

**Physical Requirements**: Frequent standing and walking. May frequently lift up to 50 lbs. Frequent reaching, stooping, and bending.

I have received my job description and understand that I will be evaluated on the requirements as described therein.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_