

 Job Description

**Job Title:** Housekeeping/Janitorial

**Classification:** PRN/non-exempt

**Education Required:** High School/GED

**Reports to:** Manager of Environmental Services

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

**Revised Date:**

**This position is an evening shift position.**

**Job Summary**

Performs a combination of cleaning duties in the hospital/clinics and patient care areas while following hospital safety protocols.

**Essential Duties and Responsibilities**

* Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, 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.
* Sort, count, and mark clean linens, and store them on linen shelves.
* Cleans and disinfects patient rooms and public areas as assigned daily, following environmental services procedures.
* Reports all building and/or furniture maintenance requirements to the Environmental Services Manager.
* 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:** A valid Driver’s License

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_