



Goodland Regional Medical Center

Job Description

Job Title: Housekeeper
Classification: Non-Exempt/Hourly
Reports To: Facilities Manager
Position Type: Full-Time
Hours Worked/Shift: Monday – Friday, rotating weekends
Date Last Reviewed: June 27, 2022

Summary: Cleans all areas of the Hospital. Performs routine cleaning and replenish supplies of patient rooms, nursing units, offices, clinic areas, waiting areas, lobbies, lounges, rest rooms, corridors, elevators and stairways in a clean, neat and sanitary manner.

Essential Functions:

1. Knowledge to utilize appropriate chemicals and supplies according to procedure.
2. Use and maintain equipment properly.
3. Transport trash and hazardous waste to appropriate disposal area.
4. Request equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items.
5. Respond to emergency situations to resolving immediate safety/hazardous concerns.
6. Perform assigned tasks in a professional manner.
7. Follow infection control practices.
8. Participate in performance improvement activities.
9. Floor care involving waxing, polishing, shampooing of carpets for evening work as directed by the Facilities Manager.
10. Other duties as assigned/ required.

Competencies:

1. Detail-oriented and thorough.
2. Ability to effectively communicate in English, both verbally and in writing.
3. Ability to remain discreet and respect the privacy of patients.

Position Qualifications:

Minimum Education: High School graduate or equivalent

Minimum Experience: Three (3) months to six (6) related experience; or equivalent combination of education and experience.

Certifications/Licensures: N/A

Working Environment: The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. The job is performed under minimal temperature variations and some hazardous conditions.

Physical Demands: **

Stand:	Constantly	Lift/Carry:		Push/Pull:	
Walk:	Constantly	0-10 pounds:	Frequently	10-25 pounds:	Frequently
Sit:	Occasionally	10-20 pounds:	Frequently	25-50 pounds:	Frequently
Squat/Kneel:	Frequently	20-50 pounds:	Occasionally	50-100 pounds:	Occasionally
Bend:	Frequently	50-100 pounds:	Never	100+ pounds:	Occasionally
		100+ pounds:	Never		

Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas "Employment at Will" doctrine

Professional Requirements: Adheres to policies, procedures, and always maintains confidentiality. Attends annual in-services completes annual education in a timely manner. Represents GRMC in a positive, professional manner on the job, electronically and in the community. Complies with all hospital policies regarding ethical business practices; communicates the mission statement & core values of GRMC both on and off the job.

Acknowledgement:

I hereby acknowledge that I have received a copy of this position description and that I have both read and understand its contents. I hereby accept responsibility for fulfilling position expectations. I also acknowledge that the Administration or governing body of GRMC may modify the requirements of this job or eliminate it at any time, if deemed necessary. I acknowledge that this position description is representative of overall job requirements but not necessarily comprehensive in its description of all aspects of the job, and I agree that other duties not explicitly mentioned herein may nevertheless be reasonable job expectations on the part of Goodland Regional Medical Center.

I have received, read, and understand this job description for my position at GRMC.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Human Resource Signature: _____ Date: _____