



## POSITION DESCRIPTION

Position Title	Housekeeper
Department	Facilities
Reports To	Facility and Safety Manager

Job Grade	B	Schedule: Full time
Effective Date	8/1/2018	Benefitted

### Position Summary

Position performs cleaning/disinfecting duties in offices and restroom areas using proper cleaning methods, supplies, and equipment. All duties and responsibilities will be performed in accordance with the Yellowhawk Mission and Vision statements.

#### Essential Duties:

Cleans offices as scheduled. Empty all trash receptacles daily from the clinical area, waiting area, and offices. Remove recycle materials and deposits in appropriate bins.

Must use specific bacteriological prevention procedures in specialized areas (e.g., mopping techniques, special disposal of contaminated linens, waste materials, and other items, use of gowns, masks and gloves in cleaning, use of appropriate chemicals for different floor and wall coverings and their correct dilutions, and cleaning of conductive floors).

Responsible for daily vacuuming of all carpeted areas; sweeping of all tile/vinyl floors; wet mopping of all tile/vinyl floors with germicide; using heavy cleaning machines such as industrial vacuum cleaners, floor polishers, shampooer, etc.

Responsible for minor repairs such as changing light bulbs , emptying and cleaning around all exterior ashtrays and sweeping of all entrance sidewalks. Reports any maintenance work orders to the Maintenance Supervisor for immediate attention.

Cleans windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior using appropriate cleaning materials.

Responsible for sanitizing and disinfecting: patient area walls, room doors and door handles, restroom walls and dividers, counters and exam tables, water fountains, and clinical/waiting room furniture with appropriate cleaning agents. Also must clean/sanitize all areas which are hidden and may induce germ growth.

Thoroughly cleans and disinfects the Specimen Restroom and Public Restrooms daily. Replenishes towels, tissues, soaps, and other restroom supplies as needed.

Assists in strip, clean, seal and wax tile/vinyl floors on a quarterly basis. Soil extracts or shampoo carpet areas to remove stains to maintain an acceptable appearance of carpet, quarterly or when needed. Soil extract or shampoo furniture to remove stains and maintain appearance of upholstered furniture quarterly or as needed.

Maintains the security of the building at all times; checks and secures doors and windows after business hours.

Responsible for preparing a weekly janitorial supply list and submitting it to the Facility Manager. The supply orders shall ensure that shortages do not occur.

**Other Duties:**

Sets up and tears down conference room tables and chairs.

Other duties as assigned.

**Knowledge, Skills and Abilities:**

Must have the ability to plan work, estimate use of materials, and be able to interpret instructions and specifications required to complete custodial tasks.

Must be a highly motivated self-starter that possesses the ability to work effectively with the Facility team and perform daily tasks with minimal supervision.

Must possess physical strength to lift, pull or push equipment weighing up to 50 pounds and possess physical agility sufficient to perform work required. No chemical allergies to cleaning agents or protective work gear. Must be physically able to perform repetitive tasks that require physical strength. May include long periods of walking, standing, and continued exertion during emergency conditions. Must have knowledge of safety practices and procedures.

Must be willing to attend required training sessions and possess the ability to obtain housekeeping Certification (Level I) within one year of employment.

Represents Yellowhawk with a respected and viable presence in the community.

**Typical Physical Demands:**

Requires prolonged sitting, some bending, stooping and stretching. Requires eye-hand coordination and manual dexterity sufficient to operate a keyboard, photocopier, telephone, calculator and other office equipment. Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports.

**Typical Working Conditions:**

Physical effort is expended in continuous standing, walking, stooping, bending, and kneeling during the duration of working hours. Must be able to frequently carry, lift, pull or push, equipment weighing up to and at times beyond 50 pounds. Constant exposure to unpleasant odors and frequently exposed to the possibility of cuts and/or chapped hands. Protective gloves, aprons, back belt, masks, and safety glasses are required to be worn as needed. Protective gloves must be worn at all times when handling waste or chemical agents.

**Other Aspects of the Position:**

Regular scheduled hours are from 12:30 p.m. to 8:00 p.m., Monday through Friday with a half-hour lunch break. Requires occasional weekend and/or evening work.

Must maintain strictest confidentiality.

May require some travel for training and meetings.

**Minimum Qualifications:**

Must have a High School Diploma or G.E.D. equivalent

Must be current on required immunizations within seven days of beginning employment.

Must submit to and pass a reference and criminal background check and pass a pre-employment drug and alcohol screening.

**Preferred Qualifications:**

Demonstrated work experience in cleaning medical facilities (i.e., janitorial, maintenance, housekeeping) preferred, but not necessary.

**Yellowhawk gives preference to applicants in the following order:**

- CTUIR-enrolled Tribal members
- Other federally-recognized tribal members
- Military personnel who have been honorably discharged
- All other applicants

The success of the Yellowhawk Tribal Health Center (YTHC) delivery of health care services, business operations and reputation are built on the principles of our employees' fair and ethical conduct. Our reputation for integrity and excellence requires careful observance of the terms of the Centers contracts with funding agencies, the Personnel Policies and Procedures Manual, and the spirit of all applicable laws and regulations, as well as the adherence of the YTHC employees to the highest standards that govern their professions, conduct, performance and personal integrity.

Approved by:

Date

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I acknowledge that I have read and understand the duties and responsibilities of this position description.

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Signature

Date