

Housekeeping Lead	N-3
DESCRIPTION	The Housekeeping Lead is responsible for the oversight, implementation and training necessary to provide clean, sanitary, comfortable, orderly and satisfying surroundings for the residents, employees and public. The Housekeeping Lead promotes sanitary conditions which prevent the spread of infection and odors.
KEY/FLEX	This is a key position for the facility as defined in the 2010/11 budget
DEPARTMENT:	Plant Operations
REPORTS TO:	Plant Operations Supervisor
PAY GRADE:	N-3
JOB SUMMARY:	The Housekeeping is responsible for supervising housekeeping and support staff in maintaining cleanliness of the facility. The lead may participate in the completion of housekeeping duties as needed as well. The lead is also responsible for the maintenance of supplies, the storage and ordering of supplies as necessary. The Housekeeping lead is expected to promote a clean, healthy environment for ASTCI residents. He /she may be required to perform tasks which involve exposure to visible or reasonable anticipated blood or other bodily fluids contamination. He/She must follow the required procedures for handling, cleaning, disposing, or moving of objects/materials and /or clean up of blood, infectious materials, and bodily fluids in compliance with OSHA blood borne pathogen standard or ASTCI Exposure Control policy. Finally, he / she provided clear communication between housekeeping staff, plant operations supervisor and maintenance staff as necessary.
QUALITY	<ul style="list-style-type: none"> • Monitors the safety and cleanliness of the treatment environment and takes necessary action for maintaining sanitary and comfortable environment • Reports changes in physical conditions / environment to Maintenance Lead/ Plant Operations Supervisor • Implements actions prescribed by Plant Ops Supervisor that are necessary to correct deviations from established standards of cleaning and comfortability • Provides care in full compliance with all regulatory requirements including facility policies and procedures and OSHA standards
POLICY AND PROCEDURE	<ul style="list-style-type: none"> • Responsible for following standards of the Material Safety Data Sheets and appropriate use of cleaning agents (including training and ensuring housekeeping staff are compliant as well) • Demonstrates familiarity with emergency procedures and the location and operation of various emergency equipment. • Utilizes equipment and supplies as outlined in facility policy and procedure and in compliance with federal and state guidelines. • Follows the required procedures for handling, cleaning, disposing, or moving of objects/materials and /or clean up of blood, infectious materials, and bodily fluids in compliance with OSHA blood borne

pathogen standard or ASTCI Exposure Control policy.

- Follows the required procedures for ensuring the integrity of supplies and equipment as well as accessibility and safety of supplies during use when clients present

CUSTOMER SERVICE

- Consistently communicates in a positive and professional manner with staff members, clients, and visitors.
- Gives appropriate feedback regarding the condition of assigned clients to supervisor.
- Works well in both team and independent environment
- Able to appropriately communicate duties to clients and cleaning of individual rooms and bathrooms in an appropriate manner
- Listens carefully and objectively to others.
- Communicates with others in a concise, tactful, and considerate manner.
- Communicates effectively with peers to facilitate client care.

INCIDENTS

- Practices calling 'code green' escape and evade principles during a crisis or threatening situations
- Participates in debriefing following an incident as necessary and facilitated by staff leads

TRAINING

- Must attend at least 15 hours of in-service training.

Training must include the following topics as outlined in Title IX & CARF:

Philosophy ProAct Principles, Basic Mental Health Education, Emergency Preparedness, Corporate Compliance and Facility / Professional Standards, Cultural Competency, Policies and Procedures, Workplace Safety: Personal Protective Equipment, Preventing Violence in the Workplace, Accident Prevention & Facility Safety Measures, Infection Control, Confidentiality of Client Information & HIPPA

JOB REQUIREMENTS

- Graduation from high school preferred.
- Previous janitorial/ housekeeping experience preferred.
- Leadership / Supervisory experience preferred
- Strong oral skills and excellent customer service

Specific Job Duties will be reviewed upon hire and at minimum annually thereafter. (See Attached Job Duties)

I understand the clearly defined goals of my position as outlined above. I also recognize that the facility reserves the right to modify the responsibilities of my position at any time

Employee Signature

DATE _____

Housekeeping Lead Specific Responsibilities

- Coordinates scheduling, timekeeping, vacation time with plant operations supervisor
- Acts as communication between plant ops supervisor and housekeeping staff in ensuring employee, facility and client needs met appropriately
- Coordinates ordering, storing of supplies necessary for job completion
- Coordinates and facilitates training related to job duties and oversight for completion as well as efficiency and effectiveness of job duties and reports to plant ops supervisor as necessary
- Participates in employee counseling / follow up as assigned by plant operations supervisor
- Oversight and participation in ensuring a clean and sanitary environment in all common areas including restroom, bedrooms, utility rooms, dayrooms, employee lounge areas halls, meeting areas, kitchen, all client activity areas, and public areas surrounding to ASTCI.
 - o Able to operate and train on use for various mechanized cleaning equipment, such as vacuums, polishers, buffers, etc.
 - o Able to conduct and train related to job tasks such as:
 - Sweeping, vacuum, washing all non-carpeted floors.
 - Wiping all furniture, counters, windowsills, ledges, and doors.
 - Cleaning all mirrors
 - Washing windows (schedule created by lead and supervisor)
 - Empty and clean all waste containers.
 - Straighten furniture
 - Surface cleaning
 - Provide clean linens and towels for client use (schedule created by lead and supervisor)
 - Responsible for disposal of trash, waste, and other disposable / dirty materials.
 - Clean wash basins, mirrors, commodes, tubs, and showers daily.
 - Clean all air vents, laundry facilities, refrigerator / storage areas (schedule created by lead and supervisor)
- Requires working in damp, dusty and dirty areas. Must clean up human waste and other body fluids, as necessary.
- Maintain facility in a sanitary and infection-free condition through washing, cleaning and replacement of equipment and furnishings.
- Clean and keep in order all janitor equipment and supply rooms.
- Report any needed repairs immediately to supervisor (such as leaky faucets or toilets, loose tile, broken windowpanes, missing nuts or screws, beds needing repair, mattresses, pillows, shower mats etc.).
- Repair / Replace basic repairs as noted by housekeeping and within boundaries of job description –with guidance from supervisor
- Responsible for following standards of the Material Safety Data Sheets and appropriate use of cleaning agents.

- Monitors janitor supplies and equipment needs and notifies supervisor of deficiencies.
- Demonstrates flexibility in response to changing unit and center needs.
- Accept constructive criticism as a learning experience and demonstrates ability to make changes.
- Seeks guidance and feedback when performing tasks which have not been mastered.
- Attend in-service training classes as assigned.
- Uses techniques of Infection Control as outlined in policy and procedure manual and described by plant operations supervisor
 - o Frequently washes hands.
 - o Follows standard precaution procedures.
 - o All procedures for solution use will be part of the housekeeper's training.
 - o Use safety precautions in all housekeeping services.
 - o Must handle various cleaning solvents, chemicals, etc. Must comply with all regulations such as OSHA, EPA, State Health Department, etc.
- Check entire areas for spills, water, etc. periodically, especially in residents' bathrooms and kitchen area.
- Creates and ensures adherence to schedule for cleaning areas for client continuity and staff support / safety
- Participates in daily shift changes to review necessary adjustments to housekeeping duties related to client care and symptoms (Increased cleaning, replacement of furniture, storage of supplies etc)