

<b>Housekeeper / Janitor</b>	<b>N-1</b>
<b>DESCRIPTION</b>	The Housekeeper must provide clean, sanitary, comfortable, orderly and satisfying surroundings for the residents, employees and public. The housekeeper promotes sanitary conditions which prevent the spread of infection and odors.
<b>KEY/FLEX</b>	This is a key position for the facility as defined in the 2010/11 budget
<b>DEPARTMENT:</b>	Plant Operations
<b>REPORTS TO:</b>	Housekeeping Lead, Plant Operations Supervisor
<b>PAY GRADE:</b>	N-1
<b>JOB SUMMARY:</b>	The Housekeeper is responsible for maintaining all interior areas in a decent, safe, and sanitary condition. The Housekeeper 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. The housekeeper 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.
<b>QUALITY</b>	<ul style="list-style-type: none"> <li>• Monitors the safety and cleanliness of the treatment environment and takes necessary action for maintaining sanitary and comfortable environment</li> <li>• Reports changes in physical conditions / environment to Housekeeping Lead / Plant Operations Supervisor</li> <li>• Implements actions prescribed by Plant Ops Supervisor that are necessary to correct deviations from established standards of cleaning and comfortability</li> <li>• Provides care in full compliance with all regulatory requirements including facility policies and procedures and OSHA standards</li> </ul>
<b>POLICY AND PROCEDURE</b>	<ul style="list-style-type: none"> <li>• Responsible for following standards of the Material Safety Data Sheets and appropriate use of cleaning agents.</li> <li>• Demonstrates familiarity with emergency procedures and the location and operation of various emergency equipment.</li> <li>• Utilizes equipment and supplies as outlined in facility policy and procedure and in compliance with federal and state guidelines.</li> <li>• 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.</li> <li>• 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</li> </ul>
<b>CUSTOMER</b>	<ul style="list-style-type: none"> <li>• Consistently communicates in a positive and professional manner</li> </ul>

<b>SERVICE</b>	<p>with staff members, clients, and visitors.</p> <ul style="list-style-type: none"><li>• Gives appropriate feedback regarding the condition of assigned clients to supervisor.</li><li>• Works well in both team and independent environment</li><li>• Able to appropriately communicate duties to clients and cleaning of individual rooms and bathrooms in an appropriate manner</li><li>• Listens carefully and objectively to others.</li><li>• Communicates with others in a concise, tactful, and considerate manner.</li><li>• Communicates effectively with peers to facilitate client care.</li></ul>
<b>INCIDENTS</b>	<ul style="list-style-type: none"><li>• Practices calling 'code green' escape and evade principles during a crisis or threatening situations</li><li>• Participates in debriefing following an incident as necessary and facilitated by staff leads</li></ul>
<b>TRAINING</b>	<ul style="list-style-type: none"><li>• Must attend at least 15 hours of in-service training.</li></ul> <p>Training must include the following topics as outlined in Title IX &amp; CARF:</p> <p>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 &amp; Facility Safety Measures, Infection Control, Confidentiality of Client Information &amp; HIPPA</p>
<b>JOB REQUIREMENTS</b>	<ul style="list-style-type: none"><li>• Graduation from high school preferred.</li><li>• Previous janitorial/ housekeeping experience preferred.</li></ul>

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*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 \_\_\_\_\_

### **Housekeeper Specific Responsibilities**

- Maintains 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 Operates various mechanized cleaning equipment, such as vacuums, polishers, buffers, etc.
  - o Sweep, vacuum, wash all non-carpeted floors.
  - o Damp wipe all furniture, counters, windowsills, ledges, and doors.
  - o Clean all mirrors
  - o Wash windows on schedule as required
  - o Empty and clean all waste containers.
  - o Straighten furniture
  - o Surface cleaning
  - o Provide clean linens and towels for client use
  - o Responsible for disposal of trash, waste, and other disposable / dirty materials.
  - o Clean wash basins, mirrors, commodes, tubs, and showers daily.
  - o Clean all air vents, laundry facilities, refrigerator / storage areas on schedule as required.
- 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.).
- 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 housekeeping lead and 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.

- Adheres to schedule for cleaning areas for client continuity and staff support / safety