Laundry/Housekeeper

HHS - Nursing Home

General Statement of Duties:
This position performs work necessary to keep the facility in a neat, clean, safe, and comfortable manner and the resident's laundry washed, dried, and returned to the appropriate locations. This position provides for the cleaning and laundry needs of the facility.

Distinguishing Features of the Class:
This position provides for the cleaning and laundry needs of the facility. Work may be assigned in either general area of responsibilities and is regularly reviewed on a completion basis by the supervisor.

Examples of Work (Illustrative Only):
- Operates scrubbing, stripping, and buffing machines and carpet extractor;
- Keeps carts, equipment, and area cleaned and properly stored at the end of the shift;
- Performs specific daily housekeeping tasks as assigned;
- Performs isolation cleaning in accordance with established infection control procedures;
- Maintains adequate daily supplies in closets and cleaning carts and notifies supervisor of supply needs;
- Assists other staff in the lifting of heavy items;
- Reports all equipment malfunctions or breakdowns to the supervisor;
- Collects, sorts, and weighs soiled laundry and places it in appropriate containers, including removing soiled linen to the designated soiled linen room;
- Washes and dries laundry in accordance with prescribed procedures, then folds, counts and distributes clean laundry to the residents and/or their closets and dresser drawers or linen closets;
- Insures that an adequate linen supply is always available in the linen closets;
- Maintains cleanliness in resident's rooms;
- Maintains work areas in a clean, safe, and sanitary manner;
- Keeps carts and equipment in good working condition, reports equipment malfunctions and breakdowns, and properly stores all materials at the end of each work shift;
- Follows proper techniques in the use of chemicals and potentially hazardous materials in the workplace and insures that established infection control and universal precaution practices are maintained when performing laundry procedures;
- Marks residents clothing and personal items as necessary and reports any missing property complaints;
- Assists with the training and orientation of new Laundry/Housekeeper;
- Maintains standards of resident privacy and confidentiality;
- Performs other duties as assigned.

Required Skills, Knowledge, and Abilities
Must be able to follow written and oral directions and work independently; must have a telephone where s/he can be reached; must have excellent interpersonal skills to relate well with other workers and the residents; must meet general health requirements set forth by the policies of the facility; must be able to remain calm when called upon to assist residents during emergencies; must have a basic understanding of chemicals used in housekeeping and laundry services including hazardous laundry chemicals and isolation procedures; must be able to sit, stand, walk, climb ladders; must be able to read, write, speak...
Laundry/Housekeeper

HHS - Nursing Home

(Continued)

and understand English.

<table>
<thead>
<tr>
<th>WPM</th>
<th>N/A</th>
<th>Lifting Required?</th>
<th>Yes - Up to 50 lbs.</th>
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<tbody>
<tr>
<td>10-Key</td>
<td>N/A</td>
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<td>The incumbent must be able to lift and carry up to 50 lbs. If more than 50 lbs is to be lifted, then it needs to be a 2-person lift or aided by a mechanical lift.</td>
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Qualification Requirements:
High School or equivalent. Previous experience in laundry, housekeeping, custodial work, or janitorial work desirable.

Any equivalent combination of experience and training which provides the required skills, knowledge, and abilities.

Special Requirements & Certifications:
May work in any area of the facility; is required to assist in training of new employees into the job duties of the Housekeeper;

May be subject to frequent interruptions and may have to reschedule cleaning work;

May be subject to the handling of hazardous chemicals;

May be subject to reactions from dust, disinfectants, tobacco smoke, and other air contaminants;

May be subject to exposure to infectious wastes, diseases, and medical conditions.

ADA Requirements:
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.