Housekeeping Director

Job Description

Reports to: Executive Director

JOB SUMMARY: The Housekeeping Director is responsible for all the overall cleanliness and tidiness of the facility including staff scheduling and task assignments; orientation and procedural training of new staff; preparing supplies and making them available to each housekeeper; ordering, receiving, and storing of all supplies, equipment and budget compliance.

PRIMARY RESPONSIBILITIES:

Housekeeping

1. Oversee and implement a community cleaning schedule to ensure all common areas, offices, employee break room and public restrooms are clean, neat and free of odors.
2. Oversee and implement a cleaning schedule for residents apartments, and assure they are cleaned in accordance to the schedule.
3. Follow standards and guidelines to ensure a clean environment, resident safety (report hazards or needed repairs), and prevention of cross contamination. This includes, but is not limited to:
   - Vacuuming all carpeted areas and upholstered furniture (according to schedule)
   - Dusting all furniture, common area items, handrails, and hanging pictures
   - High dusting for cobwebs according to schedule
   - Cleaning all glass surfaces
   - Cleaning doors, doorways, and walls of fingerprints or other dirt
   - Cleaning and disinfecting common areas and resident bathrooms
   - Mopping common areas and bathroom floors, changing mop head according to schedule
   - Cleaning and disinfecting soiled utility closets according to schedule
   - Cleaning and organizing laundry areas and storage closets according to schedule
4. Clean resident’s room/apartment according to schedule. Follow standards and guidelines to ensure a clean environment, resident safety (report hazards or needed repairs), and prevention of cross contamination. This includes but is not limited to:
   - All duties noted above, plus;
   - Defrosting refrigerators and cleaning microwaves
   - Cleaning interior windows according to schedule
   - Wiping down spills on walls and cove base
   - Wiping down face of kitchen and bathroom cupboards, according to schedule.
3. Carry out other duties as assigned by supervisor.

Laundry (if applicable)

1. Wash and dry soiled resident laundry and community linens as assigned.
2. Deliver resident garments back to the appropriate owner.
3. Take appropriate measures to prevent cross contamination and the spread of infection.
4. Take appropriate measures to protect self from exposure to bloodborne pathogens or chemical exposure through proper use of personal protective equipment.
5. Sanitize equipment between different resident loads or community loads.

Housekeeping Ordering and Inventory

1. Order housekeeping supplies on a regular basis to ensure proper inventory.
2. Maintain an organized housekeeping cart complete with all needed items.
3. Work with the Executive Director to maintain a housekeeping inventory within budget.

Regulatory Compliance and Sanitation

1. Ensure compliance with OSHA, MSDS, and the residence policies and procedures.
2. Ensure that the housekeeping cart and other supplies are in a safe area as to prevent any injuries to residents, employees, or visitors.
3. Ensure proper disposal of soiled clothing or linens in compliance with infection control standards.
4. Ensure that hazardous cleaning products are properly stored and labeled.

**Hiring, Supervising and Training**
1. Participate in the recruitment and hiring of housekeeping employees.
2. Supervise all housekeeping employees, ensure adequate staffing in the housekeeping department.
3. Lead by example, encourage teamwork, promote residence philosophy, and provide ongoing coaching to employees.
4. Conduct regular performance appraisals with employees.
5. Ensure appropriate handling of on-the-job injuries as reported by employees.
6. Oversee and implement the training of housekeeping employees in accordance with state and federal regulations, residence policies, and training programs.

**QUALIFICATIONS/SPECIFICATIONS:**
1. Genuine concern for and ability to work with the elderly.
2. Supervisory or management experience preferred.
3. Desire to work with older adults.
4. Able to handle complaints graciously.
5. Able to take and follow directions.
6. Participate in training in-services and meetings as required.
7. Must be able to utilize standard precaution knowledge and infection control measures where required.
8. Possess sufficient communication and language (orally and written) skills to perform job duties and communicate with residents, other staff, family members, etc., as needed.

**EDUCATION:**
High school graduate or GED.

**EXPERIENCE:**
A minimum of 1 year experience performing housekeeping duties in a residential care or hospitality setting. Supervisory or management experience preferred.

**PHYSICAL JOB REQUIREMENTS:**
In a typical eight hour day, employee will:
- Stand/walk constantly, punctuated by opportunities to sit at short, varying intervals.
- Sit infrequently.
- Lift
  - Constantly ≤10#
  - Frequent ≤25#
  - Occasional ≥50#
  - Rarely ≥100#
- Carry
  - Constantly ≤10#
  - Frequent ≤25#
  - Occasional ≥50#
  - Rarely ≥100#
- Push/pull
  - Constantly ≤10#
  - Frequent ≤25#
  - Occasional ≥50#
  - Rarely ≥150# (resident wheelchair)
- Bends at waist, knees, hips and spine, frequently while lifting ≥10# but ≤25#.
- Secure proper assistance for transferring and lifting of residents as needed (training required for this task)
- Performs squats on a frequent basis to reach below knee requiring ≥10# but ≤25#.
- Reaches on a constant basis while performing housekeeping functions. May occasionally reach overhead requiring ≤10#, and below waist requiring ≤25#.
- Performs a twist or rotation frequently at the trunk, hips, knees and neck while performing duties requiring ≥10# but ≤25#.
- Vision-must be able to read clearly with or without corrective lenses.
- Hearing- Must be able to hear telephone, audible alarms, bells, and signals related to resident safety, with or without hearing devices.
• Speech/language- must have strong command of the English language sufficient to read, write, and interpret housekeeping/laundry safety information.
• Bloodborne exposure category: Medium-Hepatitis B vaccine offered. Exposure tasks include: Cleaning blood spills, handling waste, handling bed linens, cleaning resident’s surfaces, i.e. toilet, sinks, etc.

Ageia Health Services is an equal opportunity employer. This means we do not discriminate in employment decisions on the basis of race, color, national origin, citizenship status, creed, religion, sex, age, marital status, disability, political ideology, veteran status, or any category protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, termination, reduction in force, recall, transfer, leaves of absence, compensation and training. We fully comply with our legal duty to provide reasonable accommodations to allow people with disabilities to apply for and perform their jobs. If you have a disability that would affect your ability to perform the essential functions of this job you must let us know prior to accepting the position and as soon as possible should a change occur.

This job description may be changed to include new responsibilities and tasks or change existing ones as Ageia Health Services Management deems necessary.

EMPLOYEE ACKNOWLEDGEMENT:
I have read and I understand the job description in full for the position I am applying. I understand that my employment is at will and thereby understand that the company or I can terminate employment, with or without cause or advance notice.

I am able to fulfill the duties, responsibilities, and requirements of this position as outlined above.

_________________________________________  ___________________
Applicant’s/Employee’s Signature                   Date