

# Johnson Memorial Health Services

## Job Description

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**Position:** Laundry/Housekeeping

**Department:** Environmental Services

**Reports To:** Facilities Manager

**Days/Hours:** Varies

**Effective:**

**Reviewed:** 1/2012

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### **JOB SUMMARY**

To maintain the facilities in a clean, sanitary, orderly and attractive condition by performing a variety of cleaning, disposal and resupplying duties and to maintain clean linens, resident clothing and other fabrics by collecting dirty laundry and delivering clean laundry to the proper place and in the proper manner.

### **ESSENTIAL FUNCTIONS**

#### Housekeeping

- Responsible for cleaning all areas of the facility and maintaining a high standard of appearance, sanitation and safety throughout all areas of the facility.
- Sanitation responsibilities include activities like mopping, sweeping, vacuuming, dusting, sanitizing, disinfecting, polishing, etc as assigned by the Facilities Manager.
- Cleaning, disinfection, and preparation of resident/patient rooms and furniture.
- Maintaining the sanitation, cleanliness and appearance of public areas such as hallways, restrooms, waiting rooms, meeting rooms and staff areas.
- Knowledge of operation of cleaning machines such as vacuums and floor scrubbers.
- Uses cleaning chemicals according to the manufacturers' directions for use, labeling, storage and cleanup.
- Restocks supplies including but not limited to hand soap in dispensers, towels in dispensers, toilet paper, etc.
- Practices good work safety procedures by wearing personal protective equipment/PPE, such as gloves, splash shields, and/or gowns as directed and pertinent to OSHA guidelines and safe work practices.

#### Laundry

- Gathering soiled linens, sorting processing and redistributing of linens throughout the facility.
- Operation of laundry and linen processing machines.
- Removes damaged, torn and stained linens from service, notifying supervisor so appropriate inventories are maintained.
- Uses laundry chemicals according to manufacturers' directions for use, labeling, storage and cleanup.
- Practices good work safety procedures by wearing personal protective equipment/PPE, such as gloves, splash shields, and/or gowns as directed and pertinent to OSHA guidelines and safe work practices.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Must work productively and positively with other staff
- Must possess good communication skills, both written and oral.
- Must follow the JMHS Standards of Behavior.
- Must exhibit a spirit of cooperation and teamwork.
- Attend 80% of departmental, quarterly, & other required meetings.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:**

- High school diploma or GED equivalent

**MINIMUM PHYSICAL REQUIREMENTS (if any):** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have physical dexterity to perform various manual tasks.
- Involves constant standing, walking, turning, reaching, stooping, crouching, bending, etc. while performing daily tasks.
- Operating floor care equipment with both hands.

<b>In an 8 hour workday, employee must:</b>									
	(Hours at full capacity for each activity)								
<b>Position</b>	<b>None</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
Sit	x								
Stand				x					
Walk					x				

<b>Employee's job requires he/she:</b>					
<b>Activity:</b>	<b>Not at All</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Continuously</b>	<b>Comments</b>
Bend/Stoop			x		
Squat		x			
Crawl	x				
Climb (Height 8 ft)	x				
Reach above shoulder level			x		
Crouch		x			
Kneel	x				
Balance				x	
Push/Pull (# of lbs. 50 )	x				

<b>Employee's job requires he/she carry:</b>					
<b>Weight Carried:</b>	<b>Not at All</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Continuously</b>	<b>Comments</b>
Up to 10 lbs.			x		
11-24 lbs.		x			
25-34 lbs.		x			
35-50 lbs.		x			
51-74 lbs.	x				
75-100 lbs.	x				
Over 100 lbs.	x				

<b>Job requires employee must use feet for repetitive movements as in operating foot controls:</b>		
<b>Repetitive movements with foot controls:</b>	<b>YES</b>	<b>NO</b>
Right		x
Left		x

<b>Job requires employee use hands for repetitive action such as:</b>							
<b>Hand Repetitive Movements:</b>	<b>Simple Grasping</b>		<b>Firm Grasping</b>		<b>Fine Manipulating</b>		<b>Comments</b>
	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	
Right Hand	x			x	x		
Left Hand	x			x	x		
Both Hands	x			x	x		

<b>Does the employee's job require:</b>			
<b>Activity</b>	<b>YES</b>	<b>NO</b>	<b>Describe if Yes</b>
Working on unprotected heights?		x	
Working on uneven terrain?		x	
Working on wet/damp surfaces?	x		Mopping
Operating moving equipment?	x		Floor sweepers and scrubbers
Operating vehicles?		x	
Use of tools?	x		Cleaning tools
Use of telephone?	x		Communication
Use of keyboard/computer terminal?		x	
Working under time pressure?	x		Getting jobs done for the day
Working rapidly for long periods?		x	
Working alone?	x		Some tasks are done alone
Close work?		x	
Good vision (close/distance/peripheral & depth perc)	x		Running machines and close work
Good color vision?		x	
Good hearing?	x		Communication
Good speaking?	x		Communication
Reading?		x	
Writing?		x	
Simple arithmetic?		x	
Mathematics?		x	
Weighing and /or measuring?	x		Mixing chemicals and weighing laundry

<b>The work environment where the job is carried out:</b>			
<b>Job environment:</b>	<b>YES</b>	<b>NO</b>	<b>% of Day Spent</b>
Indoors	x		100
Outdoors		x	
At a desk or bench	x		Varies
In a car or truck		x	
In an office		x	

<b>Is the employee exposed to:</b>			
<b>Exposed to:</b>	<b>YES</b>	<b>NO</b>	<b>Describe if Yes</b>
Bloodborne Pathogens/Infectious diseases?	x		Always a chance
Chemicals/respiratory hazards?	x		Cleaning agents
Noise?	x		Washing machines and dryers
Dust, fumes & gases?	x		Cleaning agents
Extreme heat or cold?		x	
Cramped areas?		x	
Working close to electrical current?		x	
Other hazards?		x	

<b>Exposure Determination: For More Information: See Your Supervisor</b>					
<b>Category I</b>		<b>Category II</b>		<b>Category III</b>	
Tasks that routinely involve exposure or potential exposure to blood, body fluids or tissues.		Tasks that do not routinely involve exposure to blood, body fluids or tissues, but exposure or potential exposure may be required as a condition of employment.		Tasks that do not routinely involve exposure to blood, body fluids or tissues (persons in this category are not called upon to perform or assist in the emergency medical aid or to be potentially exposed in any other way as a condition of employment.	
<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
		x			

**MENTAL DEMANDS:**

<b>Does the employee's job require:</b>		
<b>Activity</b>	<b>YES</b>	<b>NO</b>
Ability to plan, organize and delegate responsibilities to subordinates while maintaining quality standards throughout one's own performance.		x
Excellent communication skills are required for interactions with management, staff, patients, residents, clients, etc.	x	
Must be able to analyze situations and select a course of action.	x	
Must be capable of multi-step and sequential problem solving activities: that include comparing, analyzing and calculating data relevant to the facility.		x
Must be flexible and willing to undertake a variety of tasks.	x	
Must possess the ability to accept change and respond appropriately.	x	
Must possess the ability to understand and communicate both verbally and in written form in the English language since instructions, labels and other documents are in English.	x	
Must possess visual and mental attention to position content with accuracy.	x	
Must possess excellent memory and organizational skills.		x
Must possess the ability to work independently and make decisions that require initiative and judgment in order to effectively plan, organize and delegate work assignments.	x	

**DISCLAIMER:**

The above statements are not intended to be an all-inclusive list of job duties, responsibilities, skills or abilities required to perform this job. Rather, they are intended to only describe the general nature of the position. Johnson Memorial Health Services reserves the right to modify job descriptions as necessary to meet the needs of the organization. JMHS is an Equal Opportunity Employer.

**RECEIPT/ACKNOWLEDGEMENT:**

I acknowledge and understand that:

- Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- I have read and understand this job description.

I, do do not need accommodations under the Americans with Disabilities Act.

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_

Date: \_\_\_\_\_