

Job Title: Housekeeper
Department: Facilities
Reports To: Housekeeping Supervisor
Salary Level:
FLSA Status: Nonexempt
Approved By: Chief Executive Officer
Approved Date: April 2022

GOALS FOR POSITION: Specify goals for current year (goals are updated yearly)

SUMMARY: Cleans and maintains an assigned area of K'ima:w Medical Center in a sanitary, orderly, and attractive condition. Moves furniture, equipment, and supplies, in and around K'ima:w Medical Center departments and buildings; and performs a variety of environmental service duties to maintain the K'ima:w Medical Center facilities in a neat, orderly, and sanitary condition.

FUNCTIONS & RESPONSIBILITIES:

1. Wash exterior windows.
2. Empty waste baskets, remove trash from offices, refresh with new trash linings.
3. Water exterior and interior plants.
4. Vacuum clinic, office, and other KMC buildings.
5. Replenish room supplies paper towels , toilet paper, Hand Sanitizer, Soap etc.
6. Clean restrooms, including floors, walls, toilets, sinks and mirrors.
7. Clean Interior/ exterior walls on buildings.
8. Clean cobwebs from the interior and exterior of buildings.
9. Sweep walkways.
10. Wash clinic and ancillary room doors.
11. Clean up all trash including cigarette butts from around KMC buildings-
12. -
13. Straighten brochures and magazines.
14. Spray air freshener/disinfectant.
15. Keep the picnic area, tables, and benches clean.
16. Transport trash and hazardous materials to disposal locations.
17. Laundry- Wash, dry and fold/hang
18. Other Duties as assigned

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

BASIC REQUIRED ABILITY:

– The Joint Commission RESPONSIBILITIES: Responsible for helping to prepare, achieve, and maintain accreditation by The Joint Commission -. By serving on the various performance improvement subcommittees individual employees are directly involved in the generation or modification of policies & procedures that enable KMC to provide continuously improving healthcare. Including but not limited to Infection Control, Environment of Care and Safety.

PUBLIC RELATIONS/ADVANCED INTERPERSONAL SKILLS: Addresses clients by name; smiles when talking to clients, physicians, peers, and families; answers the telephone courteously and promptly; identifies self and department when

answering the telephone using pleasant voice tone/verbiage; possesses excellent listening skills; interacts with clients and peers.

COOPERATION: Must be a self-starter; seeks solutions; accepts constructive criticism; willing to adjust to changes; loyal to K'ima:w Medical Center.

PROFESSIONALISM: Shows pride in personal appearance and grooming; displays a positive attitude about work; respects the confidentiality of clients; and is congenial with public and peers.

INITIATIVE: Willing to participate in continuing education programs; asks questions; contributes during staff meetings; serves on K'ima:w Medical Center committees as appointed; demonstrates a desire for self improvement.

JOB SPECIFIC SKILLS & ABILITIES:

1. Experience with general cleaning supplies and chemicals
2. Experience with Infection Control practices
3. Experience with Personal Protective equipment (PPE)

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); and one to three months related experience and/or training.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Current CPR Certificate.
- Valid California Drivers License.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS: Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Attention to detail, organization, time management skills, and customer service.

CONFIDENTIALITY: Employee must be aware of and adhere to K'ima:w Medical Center's Confidentiality Policy and deal appropriately with patient confidentiality at all times.

CONDITIONS OF EMPLOYMENT: Employee is subject to baseline and random drug testing per the Hoopa Tribal Drug & Alcohol Fit for Duty Policy. Employees will serve a 90-day introductory period. Employees are subject to introductory and semiannual performance evaluations. Preference will be given to qualified Indian applicants pursuant to the Tribe's TERO Ordinance.

PHYSICAL DEMANDS: 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.

While performing the duties of this job, the employee is regularly required to stand, walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance, push or pull, talk or hear, and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to blood-borne pathogens, airborne formites, infections and other contagious diseases and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.

Employee Signature	Date
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Supervisor Signature	Date
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Human Resource Director Signature	Date
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ANNUAL TRAINING REQUIREMENTS At a minimum Employee is required to be certified for the following training 1) Health Stream courses 2) CPR every two years 3) Infection Control 4) Biohazardous Waste (Red Bag) 5) Sharps Safety 6) HIPAA 7) ISAA