



STONEHILL

FRANCISCAN SERVICES

HOUSEKEEPER

MISSION STATEMENT

We, the Stonehill Franciscan Services community, in the spirit of St. Francis, offer quality residential, respite and health services in daily celebration of the dignity of older adults in an environment that respects families, staff and volunteers.

VISION AND VALUES STATEMENT

We envision ourselves as providers of quality services for older adults in partnership with their families and community. As a not-for-profit community, our guiding values include:

Hospitality - we warmly welcome all;

Compassion - we offer empathy, comfort and healing;

Reverence - we hold each person in highest esteem, recognizing that we each possess a share in God's gift of life;

Stewardship - we responsibly manage the resources entrusted to us. We embrace these and all values essential to ethical Catholic healthcare.

JOB SUMMARY AND SPECIFICATIONS

JOB SUMMARY

Responsible for a variety of general cleaning and housekeeping functions throughout the Care Center so that residents, staff and visitors have a clean, neat, and attractive living and work environment.

MINIMUM QUALIFICATIONS

Education, experience and skills:

- High school diploma or equivalent and a positive personal work ethic.
- Average English language communication and comprehension abilities needed to understand instructions and read labels.
- Must have manual dexterity and be consistently concerned about cleanliness and neatness.
- Must enjoy routine work functions and be a well-organized individual.
- Ability to deal in a pleasant and helpful manner with older adults is very important.
- Must be able to respect the privacy and confidentiality of any information accessed necessary to perform job requirements.
- Must also ascribe to the values in the Franciscan inspired mission and vision statements.

Job Title: Housekeeper
Department: Environment Services
Reports To: Environmental Services Director
Updated: 5/2017

Physical, mental and environmental requirements: Position requires standing most of the time. Also requires lifting 25 pounds regularly and up to 50 pounds occasionally. Work activities also require reaching, squatting, kneeling, bending, carrying, pushing, pulling, gripping, climbing, and twisting. Good vision required to notice condition of linens and to guide laundry cart properly. Average hearing needed for safety and communication purposes. Requires mental capacity to select proper work procedure from a choice of standard options. Exposure to slippery surfaces is present when floors are wet. Exposure to chemicals from washing compounds and biological hazard risk from linens soiled with body fluids are also present and require the use of personal protective equipment. High noise levels are present when working near operating equipment. Work is performed indoors and is free from adverse weather conditions.

MANDATORY CONTINUING EDUCATION

High school diploma or equivalent is desired. Completion of an approved Health Care Academy courses as assigned by Stonehill Franciscan Services

WORK ENVIRONMENT

Occasional exposure to chemical and biological hazards requires the use of protective equipment. No exposure to hazardous environmental conditions. Occasional outdoor activities with residents during pleasant weather; otherwise work is performed indoors and is free from adverse weather conditions.

JOB SPECIFIC COMPETENCIES

- Essential duties and responsibilities include but are not limited to the following. Other duties may be assigned as needed;
- Thoroughly cleans individual rooms as assigned, dusting, mopping, or scrubbing floors as needed, dusting furniture, cleaning bed and rail with disinfectant, wiping down walls and cleaning T.V. screens;
- Sweeps and mops corridors adjacent to residents' rooms. Vacuums carpets and drapes. Empties wastebaskets and removes refuse from residents' rooms;
- Cleans bathrooms and replaces bathroom supplies as needed. Cleans and disinfects toilets. Follows regular cleaning schedule for monthly, semiannual and annual house cleansing activities. Cleans and keeps other areas orderly as need.

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Employee Job Description Acknowledgement

I have received a copy of the job description for the position I am being offered. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or Human Resources.

I further understand that performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Print Name

Date

Signature

Company Representation

Date

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