

# PALM DRIVE HOSPITAL

## JOB DESCRIPTION

Position Title <b>Housekeeper</b>	
Department <b>Housekeeping</b>	Position Reports To: <b>Facilities Director</b>

**Job Summary (Purpose the Position Exists):** Cleans assigned areas in the hospital using special equipment and chemicals necessary to provide a clean, safe, and aseptic environment. Also responsible for ensuring the hospital has sufficient paper products distributed and that linen is clean and available.

**Education, Training and Licenses Required:** High school graduate or equivalent. Must be able to read/write and follow written instructions.

**Experience Required:** Six months in janitorial work; Hospital experience preferred.

**Knowledge/Skills/Abilities Required:** Must be able to work independently and with others. Must be willing and able to learn new skills as required to perform the functions of this position.

**Equipment Knowledge Required:** Must be knowledgeable of the operation and maintenance of various types of janitorial equipment.

**Working Conditions (Noise, Environmental, Demands, Shift, Setting, Human Interface, etc.):** Works rotating shifts when necessary. Lifting and carrying of boxes, equipment, and components. Exposure to environmental conditions, i.e., dirt, noise, heights, and working in confined spaces. Caution, good judgement, and care must be exercised for one's own safety and the safety of others.

**Confidentiality Requirements:** I understand that any and all information regarding hospital, patient, and employment matters are disclosed or learned by me in confidence. I agree that during and after my term of employment, I will not directly or indirectly disclose this information, other than to an authorized employee of Palm Drive Hospital.

**Safety Requirements:** Employees are responsible for all aspects of the hospital safety and health program including compliance with safety rules and regulations, remedying unsafe working conditions, and for continuously practicing safety while performing duties.

**Physical Requirements:** See "Description of Physical Demands" binder in Human Resources.

**Supervisory Requirements (if applicable):** This position supervises a staff of 0, including part time employees. I understand I will be reviewed on my competence as a supervisor, including but not limited to communication skills, delegation of tasks, prioritization of work, leadership, problem solving, budgeting and reviewing of my staff's performance