



BROAD ACRES
& COUNTRY TERRACE

JOB DESCRIPTION

HOUSEKEEPING ASSISTANT

Cleans and services an assigned portion of the facility, including furniture, floors and equipment. Maintains the assigned area to ensure it is clean, sanitary, safe, orderly, and attractive at all times. Follows all Broad Acres policies and procedures.

REPORTS TO: Housekeeping Supervisor

ESSENTIAL FUNCTIONS

1. Assembles necessary cleaning supplies and equipment on housekeeping cart for transportation to designated area. Replenishes as needed.*
2. Gathers and disposes of trash. Washes wastebaskets and large refuse containers: relines with plastic liners. Ensures plastic liners are in containers at all times.*
3. Dusts furniture, light fixtures, lamps, and window ledges. Uses furniture polish when necessary. Moves furniture as necessary to clean.*
4. Vacuums and wet mops floors. Polishes floors using buffing machines. Strips off old wax from floors and applies new wax as assigned.*
5. Cleans walls, ceilings, windows, stairwells, and hallways as necessary.*
6. Cleans and polishes metal fixtures. Cleans lighting fixtures, replaces light bulbs, cleans tops of windows, doorframes, and other high places using a step ladder if necessary.*
7. Cleans and polishes bathroom sinks, tubs, mirrors, toilets, walls and floors. Replaces toilet tissue, paper towels, and liquid soap. Disinfects areas by scrubbing or spraying.*
8. Hangs draperies, privacy curtains, venetian blinds and window shades as necessary.*
9. Keeps utility rooms and housekeeping closets in good order. At end of shift returns housekeeping carts to utility room leaving equipment clean and in an orderly fashion.*
10. Cleans and stores, materials and equipment safely and properly.*
11. Writes a work order for any needed repairs to area or equipment.
12. Completes forms or reports as directed by Housekeeping Supervisor.
13. Complies with laws and regulations applicable to position and act in accordance with Broad Acres Compliance program.*
14. Attends and participates in in-service training, performance improvement ("PI") committees and other meetings as scheduled and directed.*
15. Treats all residents, visitors, and staff with courtesy.
16. Follows facility dress and hygiene policies.
17. Safety
 - Knows and follows facility rules.
 - Demonstrates proper use of equipment. Reports equipment needs or repairs.*
 - Follows facility smoking policies.
 - Reports and documents any incidents or accidents to resident/patients, as assigned in facility Disaster Plan.
 - Performs duties which may include transportation of residents, as assigned in Facility Disaster Plan.*
 - Uses required protective equipment.*
 - Follows infection control standards, policies and procedures.
 - Reports all hazardous conditions/equipment to Supervisor.
18. Resident Rights
 - Knows resident rights. Helps the residents exercise and/or protect their rights.
19. HIPAA
 - Follows and adheres to Broad Acres policies and procedures implementing HIPAA requirements for the privacy and security of protected health information.
 - Uses and/or discloses only minimum amount of Protected Health Information necessary to complete assigned tasks (applies only if position requires access to PHI under Role Based Access).
 - Reports all suspected violation of Company's HIPAA policies or procedures to Facility Privacy Designee.

OTHER DUTIES:

- Performs other duties as assigned and consistent with level preparation and experience.
- Works overtime, holiday, and weekend hours as scheduled.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or equivalent.

EXPERIENCE: Prior experience working in a long-term care facility a plus.

SKILLS, KNOWLEDGE AND ABILITIES: Numerical ability to measure ingredients and learn dilution ratios. Ability to operate floor scrubbing and polishing machines. Ability to relate positively, effectively and appropriately with residents, families, community members, volunteers and other facility staff. Possess special interest in, and a positive attitude about, working with long-term care residents and the elderly. Meets all health requirements by law.

ENVIRONMENTAL AND PHYSICAL REQUIREMENTS: The Responsibilities of this position involve significant physical activities including standing, lifting (up to 60 pounds unassisted), bending, stopping, pushing, pulling and twisting. The tasks on this position description marked with an asterisk (*) are those that regularly require these physical activities. All employees of nursing homes may be required to provide lifting and transfer assistance to residents. Lifting and/or transferring some residents will require use of a lifting device and / or assistance of other staff.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Company. The Company retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

Employee Signature

Date
