

McCone County Health Center
605 Sullivan Avenue
Circle, Montana 59215

RESPONSIBLE TO: Housekeeping/Laundry Manager

POSITION SUMMARY:

- Cleans and services all areas of facility (MCHC and clinic) as listed in essential functions.
- Responsible for cleanliness and servicing of assigned area under general supervision.
- Must exhibit efficient use of all supplies; such as soap, polishes, cleaning agents and towels.
- Must be able to record basic information regarding areas worked and work completed.
- Performs routine daily tasks on a repetitive basis.
- Ability to perform tasks with due consideration for residents/ patients (patients), visitors and other staff members in vicinity.
- Initiative and good judgment is necessary in maintaining assigned area in clean and orderly condition.
- Carts cannot be left unattended in the hallways or patient rooms.
- Be cooperative and willing to follow suggestions and perform repetitive tasks on a continuous basis.
- Use good judgments in operation of equipment and keeping up with flow of work. ● Maintain good communication with patients and co-workers.

TYPICAL JOB SHIFT:

The Housekeeping Aide position's scheduled work hours are usually Monday through Saturday from 4 am to noon with no meal breaks. If desired, an aide can take 1/2-hour unpaid meal breaks during shifts and shift can start later than 4 am.

KEY RESPONSIBILITIES/DUTIES (*Essential Functions*):

1. Dust all furniture and equipment, unless otherwise instructed by manager.
2. Dust, mop floors and vacuum in assigned areas.
3. Empties trash baskets and replaces plastic liners into trash baskets.
4. Arranges furniture and equipment in an orderly fashion.
5. Scours and polishes bathtubs, sinks, mirrors, stools, and similar equipment; and clean tables.
6. Replenishes supplies of tissue, soap and towels in bathrooms as needed..
7. Polishes stainless steel and clean/polish glass panels in doors and windows.

8. Responsible for maintaining utility rooms, storage rooms and carts in an orderly and clean manner.
9. Make sure supplies are stocked appropriately.
10. Cleans walls and windowsills as necessary.
11. Wash windows periodically.
12. Check and replace drapes and dividers as necessary and directed by manager.
13. Notify Housekeeping Manager of any property, furniture and/or equipment damage that is noticed during cleaning procedure.
14. Perform a variety of related housekeeping duties.
15. Assist with manual cleaning of patient rooms, which includes closets and drawers.
16. Follows directions on care of equipment and use of supplies, assuring appropriate and economical usage.
17. Informs manager when supplies need to be reordered.
18. Participates in Quality Improvement studies as directed by manager.
19. Actively participates in all Housekeeping In-Service Education Programs and Staff Meetings. Required to complete Silverchair Learning education assignments.
20. Assist in all areas as needed and perform other job duties assigned by Housekeeping/Laundry Manager or CEO.

POLICIES AND PROCEDURES:

1. **CONFIDENTIALITY** — maintains and assures confidentiality in all facility functions according to established policy and procedures.
2. Compliance with department policies.
 - a. Refers to department/facility manuals for specific instructions or guidelines and asks questions as appropriate.
 - b. Follows established individual department policies and procedures and takes responsibility to become familiar with them.
 - c. Always adheres to the technical and ethical standards of his/her job description and the overall philosophy of the facility.
 - d. Completes Time Clock entries per established procedure and assures accuracy of hours recorded.

3. Attendance / punctuality:

- a. Provides proper notification of tardiness by contacting Housekeeping/Laundry Manager.
 - b. Provides proper notification of absence by contacting Housekeeping/Laundry Manager. If unable to attend a meeting, also complete required Absence Form prior to meeting.
 - c. Reports to work on time.
 - d. Observes regulations for paid and unpaid break times.
 - e. Takes responsibility for the appropriate management of accrued benefit hours.

4. Appearance/Hygiene/Health

- a. Observes facility's dress code or dress/hygiene guidelines.
- b. Practices good body mechanics.
- c. Has employee health screening test done annually as stated in facility policies.
- d. Observes universal precautions and practices infection control policies.
- e. Observe Tobacco Free Campus Policy and Procedure:
 - The use of any tobacco product including, but not limited to, cigarettes, e-cigarettes, cigars, pipes, and smokeless tobacco will be prohibited in facilities or on properties of MCHC.
 - Employees will be prohibited from using tobacco during all paid time including breaks.
 - Employees are not allowed to use tobacco on campus during unpaid meal times.
 - For more information, see Tobacco Free Campus Policy and Procedure.

5. Environmental Electrical Safety

- a. Assists in ensuring a clean and safe work environment. Reports faulty equipment or unsafe condition(s) to appropriate manager and/or Plant Department; if needed, clean area.
- b. Observes surrounding and reports verbally or in writing any problems or potential problems regarding patients, co-workers and/or visitors to respective Department Manager or CEO.

6. Fire and Internal/External Disaster

- a. Maintains familiarity with fire and disaster plan.
- b. Participates in drills.

7. Guest Relations:

- a. Is courteous and helpful to patients, medical providers, and visitors.
- b. Is courteous and helpful to co-workers, including other departmental staff members.
- c. Offers suggestions for improved or more efficient departmental/facility operations.
- d. In a positive manner, is supportive of McCone County Health Center's policy and procedural changes.
- e. Promotes pride in his/her position as well as in the facility.

QUALIFICATIONS:

- High School Diploma or equivalent.
- Previous work experience as a housekeeping aide in a hotel, restaurant, or hospital is desirable.
- Must know or be able to learn how to operate the housekeeping equipment.

PHYSICAL JOB KNOWLEDGE AND REQUIREMENTS:

- Continuous (*Over 70% of Shift*)
 - Capable of carrying Out Repetitive Tasks on a Reoccurring Basis
 - Capable of Working with Numerous Interruptions
 - Work Alone
 - Wall Stand
 - Bend or Stoop
 - Full Use of Two Hands
 - Repetitive Movement
 - Distinguish Colors
 - Clear Close Vision (under 20')
 - Lift or carry less than 5 pounds
 - Lift or Carry 5 to 25 pounds
 - Lift or Carry 26 to 60 pounds
 - Push or Pull Less than 5 pounds
 - Push or Pull 5 to 25 pounds
 - Push or Pull 26 to 60 pounds
 - Exposed to Detergents/Soaps
 - Exposed to Frequent Hand Washing

- Frequent (*45% to 74% of Shift*)
 - Communicate/Speaking
 - Follow Written and Oral Directions
 - Write Legibly and Document Accurately
 - Hearing Normal Conversation
 - Kneel or Squat
 - Work with Moderate Detail
 - Work with High Detail
 - Work with Few Deadlines
 - Work with Frequent Deadlines
 - Wear Non-Latex or Plastic Gloves

- Occasional (*15% to 44% of Shift*)
 - Clear Distance Vision (20'+)
 - Work with Arms Above Shoulders
 - Work in Heat over F 80 degrees
 - Smelling / Tasting
 - Inability to Leave Workstation
 - Grasp or Pinch
 - Inability to Control Work Pace
 - Exposed to Caustic Material
 - Exposed to Toxic Waste

- Exposed to Annoying Odor
- Exposed to Sickening Odor
- Exposed to Electrical Hazards
- Exposed to Volatile Material
- Exposed to grease/Grime
- Exposed to Confined Spaces

- Intermittent (*Less than 15% of Shift*)
 - Telephone
 - Work in Cold under F 32 degrees
 - Work in Cold F 32 to F 60 degrees
 - Wear Eye Protection
 - Wear Protection Gear
 - Wear Filter Respirator
 - Lift or carry over 60 pounds
 - Push or pull over 60 pounds
 - Exposed to Wet/Slippery Conditions
 - Exposed to Biohazards/Diseases
 - Exposed to Contagious or Infectious Disorders
 - Exposed to Trauma
 - Exposed to Injury by Assault
 - Exposed to Deadly Assault
 - Exposed to Angry Public
 - Exposed to Offensive Language
 - Exposed to Threats
 - Exposed to Violence
 - Exposed to Smoke/Cigarettes
 - Exposed to Falling/Flying Debris
 - Exposed to Moving Vehicles
 - Exposed to Driving Off-Road

 - Exposed to Driving On-Street
 - Exposed to Hand Tools
 - Exposed to Construction Equipment
 - Exposed to Fire
 - Exposed to Explosive Material
 - Exposed to Noxious Gas
 - Exposed to Pollen/Dander
 - Exposed to Insect Bites
 - Exposed to Insecticides
 - Exposed to Herbicides
 - Climb/Work to 12 feet Height
 - Carry I to 60 pounds of Equipment/Supplies to and from Downstairs
 - Overnight Stay Away from Home
 - Keyboarding / Computer

