

Heavy house keeper /Floor Tech Job Description

Position Summary:

Heavy housekeepers/floor care technicians are generally responsible for the overall floor maintenance of hard surface and carpet (dust and wet mopping, stripping, waxing, buffing, shampooing, extraction & bonneting) of areas that include offices, resident rooms, corridors, lobbies, entrances, stairwells and other public areas such as dining rooms.

Essential Functions and Responsibilities:

- Performs housekeeping and cleaning activities within well established guidelines and assigned areas to ensure that quality standards, safety guidelines and customer service expectations are met.
- The heavy housekeeper/floor technician is responsible for satisfactory and timely completion of assigned cleaning area according to schedule.
- Reports equipment/cleaning product needs and or malfunctions to supervisor in a timely fashion.
- Is responsible for the safe and proper mixing and use of cleaning solutions and adheres to all safety precautions.
- The heavy housekeeper/floor care technician is responsible for collecting trash/recycling/soiled linen from the units and for the proper disposal of trash/recycling/laundry in an outside/soiled linen barrel container.
- Work involves pulling and pushing, carrying weight up to 50 pounds, twisting, bending and reaching from floor to waist height and from waist to above head. • Applies stripper to floors (slippery surface) to remove old wax then refinishes floors with new wax product.
- Some outside work may be assigned, including policing grounds.
- Represents company in a positive manner; is able to follow oral instructions, is pleasant, tactful and courteous and cooperative with supervisor, co-workers, residents and client staff.
- Professionalism
 - A. Makes decisions that reflect both knowledge and good judgment.
 - B. Shows evidence of awareness of own limitations and seeks assistance when necessary.
 - C. Adheres to dress code and facility attendance policy.
 - D. Attends committee meetings, if assigned. Reports related to the committee are given during staff meetings.

- E. Takes responsibility for own professional growth. Attends and participates in all scheduled training, educational and orientation classes, programs and activities including annual mandatory classes.
- Follows work schedules and completes assigned tasks according to the established standards of the facility

Human Relations

- A. Demonstrates a positive working relationship with patients/residents, visitors and facility staff.
- B. Acknowledges authority and exhibits appropriate response to the direction of supervisors.
- C. Spends time with patients/residents rather than other personnel.
- D. Readily assists co-workers as needed.

Other Duties:

1. As this job description is not intended to be all-inclusive, the employee will be expected to perform other essential functions and duties as assigned.

Receipt and Acknowledgment:

I acknowledge and understand that:

Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.

The job description provides a general summary of the position in which I am employed, The contents of this job description are job requirements and, at this time. I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

Employee Signature

Date

Manager/Supervisor Signature

Date