Housekeeping Manager Job Description

Summary:

Supervises and coordinates the activities of workers engaged in keeping all areas of the facility neat and clean and all workers engaged in sorting and washing all garments, linens, and other items.

Essential Duties and **Responsibilities:**

- Work with Administrator to develop work/cleaning and laundry schedules. Ensure that work/cleaning schedules are followed as closely as practical.
- Coordinate daily housekeeping/laundry services with other departments when performing routine cleaning assignments in resident living and/or recreational areas.
- Ensure that all areas are maintained in a clean, safe, comfortable and attractive
- manner; that all staff has the appropriate training, equipment and supplies successfully execute this responsibility.
- Ensure appropriate techniques are followed by staff when mixing chemicals, disinfectants, and solutions used for cleaning/laundry. In-service all staff prior to performing tasks that involve potential exposure to blood, body fluids, or hazardous chemicals.
- Ensure that established infection control and universal precautions practices are maintained by staff when performing housekeeping/laundry functions.
- Coordinate routine/terminal isolation procedures with nursing services. Perform isolation cleaning procedures in accordance with established infection control procedures.
- Makes decisions that reflect both knowledge and good judgment.
- Shows evidence of awareness of own limitations and seeks assistance when necessary.
- Adheres to dress code and facility attendance policy.
- Attends committee meetings, if assigned. Reports related to the committee are given during staff meetings.
- 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
- Make daily rounds of department to ensure all personnel are performing their work assignments. Work with Administrator to develop rounding schedule.
- Review staff concerns in a timely manner. Assure adequate communication to keep the Director of Facilities and Grounds informed of any area of concern.
- In conjunction with the human resources department and Director of Facilities and Grounds, responsible for maintaining established goals for employee turnover and retention.

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