

Cordova Community Medical Center
Job Description
Environmental Services/Housekeeping

Job Title:	Environmental Services/ Housekeeper	Status:	Full-Time
Supervisor:	Director of Support Services	Pay Grade:	DOE
Department/Division:	Support Services	Classification:	Non-Exempt

POSITION SUMMARY

Under the direction of the Director of Support Services, this position requires the ability to clean and service wards, rooms, baths, laboratories, kitchen and dining rooms, mental health clinic and offices. The Environmental Services/Housekeeper has no supervising responsibility.

ESSENTIAL RESPONSIBILITIES

- Sweep and mop all floors, dust furniture and equipment, clean window sills, wash windows and empty trash baskets.
- Clean sinks, mirrors and other fixtures, polish brass, and clean and polish glass panels in doors and partitions.
- Clean and disinfect bathroom fixtures.
- Maintain order and cleanliness of utility storage rooms. Restock cleaning carts.
- Ensure sanitary and safe hospital facilities.
- Be able to fill in Laundry position when needed.
- Is expected to respond to the hospital, if requested, to assist in the event of an emergency or if the hospital activates its emergency management plan.
- Perform other related duties as assigned

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

EDUCATION: High School Diploma or GED equivalent.

EXPERIENCE: Housekeeping experience required.

REQUIREMENTS: Able to use common house-cleaning supplies and equipment. Able to understand and follow both written and oral instructions related to the use of housekeeping supplies and the operation of housekeeping equipment. Must be able to work with minimum supervision. Able to lift, pull, and push equipment and supplies in excess of 50 pounds.

ADDITIONAL REQUIREMENTS

Upon date of Hire: Current Negative TB Test
Ability to Pass a DHSS Criminal History Check and Drug Test.
Must be current in immunizations

BENEFITS

Full-time employees are eligible for medical, dental, PERS, Life Insurance, and PTO after successful completion of the Introductory Period.

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Environmental Services/Housekeeping

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Supervisor Signature

Date

Print Name