

ROSEBUD HEALTH CARE CENTER
POSITION DESCRIPTION/ANNUAL EVALUATION

Department Name/Number	Position Title	Reports To
Housekeeping/Laundry	Housekeeping/Laundry Aide	Plant Manager & Lead Housekeeper
Effective Date: July 2016	Supervisor Signature/Date:	
Position Grade: 14 Step:	Administration Signature/Date:	
	Human Resources Signature/Date:	

Employee Name:	
Hire Date	Evaluation Due in Human Resources on:
Reason for Evaluation: 6 Month _____ Annual _____ Special _____	

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION SUMMARY STATEMENT:

In this position, the Housekeeping/Laundry Aide performs a variety of routine cleaning tasks and maintains assigned work area and equipment in a safe, orderly, and sanitary condition at all times.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Duties consistent with cleaning patient rooms or patient hallways are including, but not limited to, disinfecting all surfaces, emptying trash, cleaning of sinks, counter areas, shower and toilet, dusting, mopping and vacuuming, restocking paper products and shampooing the carpet.
2. Duties consist of disinfecting all public areas such as waiting areas, public restrooms, hallways as assigned and scheduled.
3. Spray buffs or burnishes areas, as scheduled or assigned.
4. Strips or scrubs areas, as assigned.
5. Performs dusting (high, low, horizontal and vertical) in common areas.
6. Performs isolation cleaning, as assigned. Performs Transfer/Discharge cleaning, as assigned.
7. Washes walls, as necessary, in assigned areas.
8. Moves furniture, such as beds, chairs, tables, etc.
9. Collects trash and linen from assigned area and deposits in the appropriate place for pick-up and/or removal.
10. Requisitions supplies on appropriate days in order to be able to carry out assigned duties.
11. Maintains assigned equipment and work areas in clean, operable condition.
12. Mixes, uses and disposes of chemicals according to directions.
13. Maintains personal laundry of residents, patients, and VA as set by the Lead Housekeeper. Operates washers, dryers, and other laundry equipment in an efficient and safe manner.
14. Inventories clean linen stock room at end of each month. Completes an annual inventory of all linens in the facility.

The employee will demonstrate the ability to: manage time, maintain a safe and clean environment, practice confidentiality, treat all persons with respect and professional courtesy, accept change, support the mission and vision of Rosebud Health Care Center (RHCC), accept and provide constructive feedback, be a team player, and adhere to the infection control, fire and safety, disaster and hazardous waste policies. The employee must also demonstrate the competencies for the position and adhere to policies and procedures for their department.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in accordance with regulatory, legal, and organizational policies and procedures.

Education, Experience and Licensure/Certification Requirements: Requirements are representative of the minimum level of knowledge, skills and/or abilities necessary to perform the essential functions of the position.

1. Ability to communicate effectively and diplomatically within a multi-functional team
2. Strong organizational skills and attention to detail
3. Ability to successfully function in a fast paced, service oriented environment
4. Experience in understanding and usage of computers preferred

Reporting Relationship: Plant Manager and Lead Housekeeper

Employees Supervised: N/A

Physical Demands

Checked are the physical requirements that apply to this position

- Sedentary-Primarily sitting/lifting 10 lbs maximum
- Light-Lifting 20 lbs maximum with frequent lifting/carrying up to 10 lbs
- Medium-Lifting 50 lbs maximum with frequent lifting/carrying up to 20 lbs
- Heavy-Lifting 100 lbs maximum with frequent lifting/carrying up to 50 lbs
- Very Heavy-Lifting objects over 100 lbs with frequent lifting/carrying up to 50 lbs

Checked are the appropriate factors for this position

- Occasionally 0-33% of the work shift
- Frequently 34-66% of the work shift
- Constantly 67-100% of the work shift
- N/A Not Applicable for this position

Physical Factors	N/A	Occasionally	Frequently	Constantly
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing (wt 50+)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling (wt 50+)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Filing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typing (Computer)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Copying	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Visual Acuity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Driving	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Factors

Exposure to Weather	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dust, Vapors, Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Odors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Bloodborne Pathogens Checked is the appropriate category for position

- Category I - Job classification in which tasks involve exposure to blood, body fluids or tissue
- Category II - Job classification in which tasks involve no exposure to blood, body fluids or tissue but employment may require performing unplanned Category I tasks
- Category III - Job classification in which tasks involve no exposure to blood, body fluids or tissues and Category tasks are not a condition of employment

Protective Equipment Checked is the equipment that may be required to be worn in this position

- Not Applicable
- Hearing Protection Gloves Goggles Safety Glasses Face Shields
- Face Masks-Surgical, N95, Respirator Moisture Resistant-Gown/Lab Coat

PERFORMANCE EVALUATION

Employee Name: _____ Position: Laundry/Housekeeping

Department: Housekeeping/Laundry

Evaluated By: _____ Position: _____

Period of Review: _____ to: _____

PART ONE: ESSENTIAL JOB FUNCTIONS

These are five Essential Functions/Duties/Responsibilities on which the employee is to be evaluated for the job description assigned. Provide a written description of the performance demonstrated and write the performance level achieved by the employee, based on the scale described below, in the final column.

PERFORMANCE LEVELS

- 5 Exceeds all requirements 4 Exceeds many requirements 3 Meets normal requirements
2 Improvement is needed to meet normal requirements 1 Fails to meet requirements

1. **Duty/Responsibility:** Duties consistent with cleaning patient rooms or patient hallways are including, but not limited to, disinfecting all surfaces, emptying trash, cleaning of sinks, counter areas, shower and toilet, dusting, mopping and vacuuming, restocking paper products and shampooing the carpet.

Performance: _____

2. **Duty/Responsibility:** Duties consist of disinfecting all public areas such as waiting areas, public restrooms, hallways as assigned and scheduled.

Performance: _____

3. **Duty/Responsibility:** Works as a team player. Is willing to cooperate with requests for help by other staff within housekeeping/laundry and in other departments.

Performance: _____

<p>4. Duty/Responsibility: Maintains personal laundry of residents, patients and VA as set by the Lead Housekeeper. Operates washers, dryers, and other laundry equipment in an efficient and safe manner.</p> <p>Performance: _____</p> <p>_____</p> <p>_____</p>	
<p>5. Duty/Responsibility: Maintains assigned equipment and work areas in clean, operable condition.</p> <p>Performance: _____</p> <p>_____</p> <p>_____</p>	
<p>6. Duty/Responsibility: Mixes, uses and disposes of chemicals according to directions.</p> <p>Performance: _____</p> <p>_____</p> <p>_____</p>	
<p>TOTAL SCORE:</p>	

<p>PART TWO - GENERAL PERFORMANCE FACTORS</p>	
<p>The following performance factors tend to reinforce the performance level identified in Part One. Provide a written description of the performance demonstrated and write the performance level achieved by the employee, based on the scale described below, in the final column.</p> <p>PERFORMANCE LEVELS</p> <p>5 Exceeds all requirements 4 Exceeds many requirements 3 Meets normal requirements 2 Improvement is needed to meet normal requirements 1 Fails to meet requirements</p>	
<p>1. Quality of Work: Ensures accuracy and completeness of work performed. Work Ethic: When assigned work is complete, seeks additional tasks to be done. Remarks: _____</p> <p>_____</p>	
<p>2. Initiative: Ability to originate / develop / implement constructive ideas and solutions to problems. Judgment/Decision-Making: Ability to analyze situations and arrive at logical, practical decisions. Remarks: _____</p> <p>_____</p>	
<p>3. Dependability: To what extent can he/she be counted on to fulfill responsibilities? Remarks: _____</p> <p>_____</p>	

<p>4. Communication Skills: Provides oral or written information in a clear, concise manner. Remarks: _____</p>	
<p>5. Teamwork: Exercises tact, courtesy, and flexibility in relationships with others and enhances task accomplishment through positive supporting cooperation. Channels concerns appropriately, deals with conflict appropriately and privately. Remarks: _____</p>	
<p>6. Ethics and Integrity: Complies with policies, regulations and codes of conduct governing all aspects of job responsibilities. Maintains confidentiality of patient and employee information in verbal, written and electronic information. Remarks: _____</p>	
<p>7. Attitude: Consistently displays behavior that enhances the image of the organization. Remarks: _____</p>	
<p>8. Education/Development: Attends department staff meetings, in-service programs, and completes Silver Chair Learning assignments on a regular basis. 95-100% = 5 85-95% = 4 80-85% = 3 70-80% = 2 Below 70% = 1 Remarks: _____</p>	
<p>9. Attendance/Reliability: Absence/Tardy occurrences are within policy guidelines: 90 day: Perfect Attendance = 5 Annual: Perfect Attendance = 5 1 or less day = 3 2 or less days = 3 2 days = 1 3 - 5 days = 2 3 days = possible termination 6 or more days = possible termination Remarks: _____</p>	
<p>TOTAL SCORE:</p>	

PART THREE - DETERMINING THE OVERALL EVALUATION

Add the Total Scores of the performance level for each criteria in Parts One and Two.
Divide the Total Scores from Parts One and Two by the total number of criteria (15) to determine the average or Overall Evaluation Score.
Indicate the Overall Evaluation Score here: _____

Strengths/Accomplishments: List areas of job performed well during the past year

Goal for coming year:

Skills Improvement/Performance Improvement Plan

List areas for improvement and identify resources available or needed to attain improvement

Manager/Supervisor Comments

Manager/Supervisor Signature: _____

Date: _____

Please sign on the line below to indicate that you have had an opportunity to review and discuss your performance evaluation with your supervisor. Your signature will also indicate that you are aware of and have discussed the Performance Improvement Plan which has been established and will be reviewed in your next performance evaluation.

Employee's Comments:

Employee's Signature: _____ Date: _____

Your signature does not indicate that you agree with the performance evaluation.

**SUPERVISOR: PLEASE RETAIN A COPY OF THIS APPRAISAL
FOR YOUR RECORDS**