



Job Description

ENVIRONMENTAL SERVICES -HOUSEKEEPING

Supervisor: Environmental Services Coordinator

Job qualifications: The Environmental Services Coordinator of a CBRF shall be at least 21 years of age and exhibit the capacity to respond to the needs of the residents and manage the complexity of the CBRF. The Environmental Services Coordinator shall have any one of the following qualifications and/or be eligible with appropriate hands-on facility working experience:

An associate degree or higher from an accredited college in a health care related field.

A bachelor's degree in a field other than in health care from an accredited college and one year experience working in a health care related field having direct contact with one or more of the client groups identified under s. [DHS 83.02 \(16\)](#).

At least 2 years' experience working in a related skill and/or health care related field having direct contact with one or more of the client groups identified under s. [DHS 83.02 \(16\)](#)

Must be in good mental and physical condition and be willing and able to perform lifting and physical duties as assigned, inside and outside of building. Must be a team player and be able to cooperate with other employees and departments. Must be able to interpret and follow applicable DHS 83 regulations and other mandated requirements and background check clear from any care giver restrictions or convictions prohibiting contact with population served. Prior experience in housekeeping activities in a residential care facility preferred.

Responsibilities: Follow established policies and procedures of the department and facility. Maintain laundry rooms, chemical supply room and its contents in a clean, safe and sanitary condition. Regular and scheduled cleaning of resident rooms, common areas, and other tasks as assigned.

General duties include but are not limited to:

Subchapter VIII — Physical Environment

[DHS 83.43](#) Furnishings and equipment.

[DHS 83.44](#) Housekeeping services.

[DHS 83.45](#) Building maintenance and site.

[DHS 83.46](#) Building support systems.

- Use supplies and equipment according to instructions and report any equipment issues or supplies needed to supervisor
- Maintain laundry room and its contents in a clean, safe and sanitary condition and report any issues to supervisor
- Attend mandatory in-services and other meetings as assigned
- Follow safety rules and regulations of facility
- Be subject to handling contaminated laundry and cleaning of areas that require personal protective equipment to be used
- Adhere to all facility cleaning schedules
- Dispose of worn, torn and ripped linens, keep inventory of linens thrown and report linen needs to supervisor
- Maintain common areas (living rooms, office area, front foyer, bistro) and bathrooms and report any issues to supervisor



Physical demands:

- Push or pull 10 – 70 pounds
- Lift 10 – 50 pounds
- Walk, stand, squat, reach above shoulders, bend, kneel, etc.

Tasks performed requiring Personal Protective Equipment: Putting bleach and soap in washers, sorting dirty laundry and when working with a resident that is on precautions.

Equipment commonly used:

- Gloves and other personal protective equipment
- Cleaning tools
- Carpet extractor
- Vacuum
- Auto scrub floor cleaning machine

This job description is not intended to be all inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or other manager.

Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

This offer is conditional upon the successful completion of criminal history record, evidence of eligibility to work in the United States, caregiver background checks, and meeting MCP's training program within 90 days of employment. This is considered your formal notice. At any time during employment, if any conditions change regarding criminal history background information – employer must be notified immediately.

Caring for residents with Dementia and Alzheimer's can be an extremely challenging and stressful occupation that subjects employees to associated behaviors. By signing this document, you acknowledge your understanding of the industry pressures and inherent stress associated with this position.

I have read the above job description and fully understand its contents. I hereby agree to accept the responsibility as outlined above.

Signature

Date



STRENGTH	N	S	O	F	C	Physical Demands
Push/pull light objects under 10 pounds					X	Frequency Code
Push/pull objects less than 20 pounds					X	
Push/pull more than 20 pounds					X	N = Never
Push/pull more than 50 pounds		X				S = Seldom/once or twice a week
Lift/carry light objects					X	O = Occasionally/at least once a day
Lift/carry objects less than 20 pounds					X	
Lift/carry objects more than 20 pounds		X				F = Frequently/several times a day
Lift/carry objects more than 50 pounds		X				
Lift/carry objects more than 100 pounds	X					C = Constantly/ongoing throughout the day
MOBILITY						
Walking					X	
Standing					X	
Squatting				X		
Sit for prolonged periods	X					Job Title: Environmental Services-Housekeeping
Stand for prolonged periods					X	
Remain in uncomfortable position for long periods such as bending over tables or beds			X			
Climb stairs	X					
Reach above shoulders				X		
Bend				X		
Kneel			X			
Drive	X					
ENVIRONMENTAL CONDITIONS						
Exposure to blood, body tissue or fluids			X			
Exposure to hazardous waste materials other than blood, body tissues or fluids		X				
Exposure to excessively high temperatures			X			
Exposure to excessively low temperatures	X					
Exposure to sudden fluctuations in temperatures			X			
Exposure to seasonal conditions in outside weather			X			
Exposure to grease or oil		X				
Exposure to toxins, cytotoxins, or poisonous substances			X			
Exposure to dust				X		
Exposure to other hazardous materials such as chemicals				X		
Exposure to bodily injuries				X		
Exposure to loud or unpleasant noises				X		
Exposure to high humidity or wetness			X			
Exposure to electrical hazards	X					
Exposure to burns		X				
Exposure to electro-magnetic radiation	X					
Exposure to mechanical hazards		X				

