



Housekeeper job description

If you like working in a close-knit community of professionals who are focused on serving others, then Riverview is the place for you. We place a high value on our staff, providing not only competitive salaries and excellent benefits, but a work environment that fosters feelings of pride and accomplishment. Riverview is more than just a place to work. It's a place to grow as a professional, learn innovative ideas, and develop lifelong friendships.

We are honored to have many dedicated employees who have worked at Riverview for 10, 20 and even more than 30 years. If you're interested in applying for a position, please review the current opening and consider submitting an application.

We look forward to meeting you!

PRE REQUISITES

Housekeeping staff may have access to resident rooms and property, character traits of honesty and trustworthiness are essential to this position. Therefore, associates must pass a drug test and background check, per company policy.

- Experience in similar capacities: lodging, housing, hospitals, and care facilities all helpful, not mandatory.
- You must be available to work all shifts, including nights, weekends and holidays in order to provide uninterrupted and seamless service.

SUMMARY

Work where needed to cover positions during holidays, vacations, or medical leave.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Laundry—pick-up, sort, launder and deliver personal and facility laundry to designated areas in accordance with departmental policies and procedures and in a timely manner.
- Custodial—collect and dispose of garbage and recycling, deliver packages and check-in stock, set up for scheduled events as needed.

- Housekeeping—maintain cleanliness of resident rooms and common areas, adhere to facility standards for infection control

EXPECTATIONS

You are expected to:

- Understand and honor Riverview's Mission through your actions while on duty.
- Adhere to and uphold organization standards as set forth in the Riverview Employee Handbook (i.e., integrity, respect of residents, co-workers, resident family members, visitors, vendors, etc., and personal responsibility/accountability).
- Display behaviors and attitudes that are conducive to kind, caring and respectful care of residents and co-workers. Know and respect resident rights during all interactions with residents.
- Understand that every Riverview employee serves as an advocate for our residents and as such you are duty-bound to report to your manager any rude, neglectful or abusive behavior you may observe another person displaying toward any resident.
- Maintain the confidentiality of all resident care information including protected health information. Report known or suspected incidents of unauthorized disclosure of such information.
- Practice safety in all aspects of your job responsibilities. Report any work injury immediately to your department manager or manager designee. Report immediately any incident of harassment/bullying/violence involving you or others to your department manager or another member of management.
- Understand the importance of good attendance and its impact on residents and other staff. Consistently report to work on time and work the entire shift as scheduled.
- Wear appropriate apparel which is clean and in good condition while on duty. Wear uniforms if required. Maintain good personal hygiene.
- Wear your name badge at all times while on duty. Safeguard your keycard and do not give it to anyone else to use.
- Attend in-service training programs as offered or mandated to fulfill department specific and/or other training requirements (e.g., safety, infection control, understanding dementia, resident rights, body mechanics, etc.).
- Complete assigned on-line training courses in a timely manner.
- Within the scope of your job description, identify opportunities for improvement and actively participate in efforts toward improvement.
- Must be able to work alone, without direct supervision.
- Must be able to work as a team member
- Be able to multi task, remain service centric.
- Work within productivity standards

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform all functions of this job satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable and affordable accommodations may be made to enable individuals with disabilities to perform all functions of this job. All personnel must be able to work with other staff and as a team in an appropriate and pleasant manner.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) Must be 18 years of age or older.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform all functions of this job. Reasonable and affordable accommodations may be made to enable individuals with disabilities to perform all functions of this job.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to walk, sit; use hands to finger, handle and feel; reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, and crouch; and talk clearly and hear within normal range. The employee must regularly lift and/or move up to 30 pounds, and occasionally up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing all functions of this job. Reasonable and affordable accommodations may be made to enable individuals with disabilities to perform all functions of the job.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals, and moderate heat or cold. The noise level in the work environment is usually low to moderate.