JOB TITLE: Housekeeper FLSA STATUS: Hourly- Union

DEPARTMENT: Environmental Services DATE: January, 2020

REPORTS TO: EVS Administrative Director APPROVED BY: EVS Administrative Director

JOB SUMMARY:

Cleans patient/residents rooms, baths, laboratories, offices, halls and other areas by performing the following duties. The Environmental Services person performs their duties within the framework of the Wallowa Memorial Hospital mission “To Provide Premier Health Care” and our values. They ensure that all duties are accomplished recognizing that they are the patient experience.

MISSION, VISION and VALUES adherence:

The successful candidate(s) must share and demonstrate through job performance (and will be evaluated on) the ability, willingness and successful application of support for the Mission, Vision and Values of the District:

Mission: To provide premier Health Care

Vision: To be a recognized leader in mission focus, quality care, and fiscal strength

Values: Compassion, Respect, Integrity, Quality, Stewardship, and Family

ESSENTIAL DUTIES and RESPONSIBILITIES: Include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Maintains supplies and equipment.
* Works scheduled shifts of the floor cleaning etc.
* Meet requirements for participation in the Quality Assurance program.
* Ensures that public use areas are maintained in an orderly manner to provide a sanitary and pleasant surroundings.
* Monitors conditions for needed attention and insures needed work is accomplished.
* Maintains an awareness of conditions which may need maintenance attention and alerts maintenance personnel to needed adjustments or repairs to routine utilities of water, sewage, and lighting.
* Initiates action to replenish supplies to maintain adequate stock for ongoing cleaning routines.
* Environmental Services personnel are to perform various cleaning tasks.
* Attends workshops for Environmental Services personnel whenever possible.
* Attends Environmental Services department meetings to discuss problems and procedures.
* Comply with Environmental Services policies and procedure manual.

QUALIFICATIONS and EXPERIENCE:To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

* High School Diploma or Equivalent.
* Must know cleaning and sanitizing procedures for a wide variety of application areas.
* Ability to select proper cleaning, deodorizing and disinfecting compounds for each use area.
* Maintain awareness of all safety requirements for using needed supplies and equipment.
* Able to meet the public and maintain friendly courteous relationships.
* Basic Computer Skills
* Basic knowledge of personnel relations and, be able to work as a team member with not only Environmental Services Staff but other Departments as well.

CORE COMPETENCIES:

* Compassion – Welcomes, mentors and receives new team members. Shows concern for the welfare of others.
* Respect – Manages conflict with respect and dignity for others. Attempts to address issues before escalating.
* Integrity – Owns professional development and seeks self-development. Uses good judgment in resolving job problems. Generates and evaluates alternative solutions and makes effective and timely decisions.
* Quality - Pays close attention to detail. Strives to achieve excellence in all things.
* Stewardship – Careful and responsible management of WCHCD resources. Finds productive work to keep busy during slack periods.
* Family – Creates and participates in a team environment. Applies effective interpersonal and problem-solving skills when responding to coworkers, patients and visitors.

POSITION SPECIFIC COMPETENCIES:

* Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
* Service Orientation — Actively looking for ways to help people.
* Coordination — Adjusting actions in relation to others' actions.
* Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
* Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
* Stamina — The ability to exert yourself physically over long periods of time without getting winded or out of breath.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.

WCHCD CODE OF CONDUCT and CONFIDENTIALITY STATEMENT:

As an employee of Wallowa County Health Care District (WCHCD) you must agree to abide by the following code of Conduct/Confidentiality Statement.

I understand and agree that in the performance of my duties I must hold medical information in confidence. I understand that any violation of the confidentiality of medical information may result in punitive action. I will at all times protect the safety of our patient/residents understanding that they are our “customers” and the reason for our employment. I will avoid any and all personal conflicts of interest as it relates to my position at this facility. I agree to abide by the dress code for WCHCD. I will not use any of the assets of WCHCD for personal use. I will abide to all rules and regulations of the State of Oregon and the United States in relation to the operation of a medical facility. I will treat my co-workers at all times in a professional & courteous manner. I will strive to always work as a team player with my co-workers. I agree to report any perceived medical/facility operation noncompliance issues immediately to the CEO.

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I have read and understand the above job description.

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Employee Signature Date: