



Housekeeping

Employer

Presbyterian Manor
1711 N 4th
Arkansas City, KS 67005
620-442-8700

Job Description

This position is responsible for performing the day-to-day activities of Housekeeping Services in accordance with current federal, state and local standards, guidelines and regulations governing long-term care and as may be directed by the department director or supervisor to assure the Community is maintained in a clean, safe and comfortable manner. Advances the value that the resident comes first. The employee values the Community as the residents' home and works to create attributes of home and models person centered care.

Hours: 7am - 3:30pm & every other weekend required

Position Type: Full and Part-time

Essential Functions of the Position:

- Comprehends the duties and responsibilities of the position.
- Carries out the duties and responsibilities of the position in a professional manner.
- Adapts to changes in the work place with ease.
- Meets the needs of the work schedule (promptness, attendance), unless otherwise excused, and makes appropriate use of time while at work.
- Follows established safety protocols as appropriate for position and/or location.

- Customer Service duties are exhibited through promptness, accuracy, empathy, clarity, tone and appropriateness with non-PMMA staff (i.e., residents, resident families, outside community, vendors, etc.).
- Communication duties are exhibited through promptness, accuracy, empathy, clarity, tone and appropriateness with PMMA staff.
- Provides and initiates, creative, practical problem solving recommendations and/or takes the initiative to appropriately enhance job duties or area.
- Works well with others, assists others when needed or asked and appropriately lends support to others even when not asked. Recognizes all team members in their efforts to provide person centered care.
- Appropriately uses property, supplies and productivity during work time.
- Represents and demonstrates the PMMA mission while carrying out job duties.
- Attends training and or development programs as appropriate to meet or enhance current job or career knowledge.
- Performs additional duties as reasonably assigned.

Duties and Responsibilities:

- Ensures work/housekeeping schedules are carried out in accordance with policies, practices and procedures (i.e. cleaning and polishing furniture and fixtures, cleaning and sanitizing bathrooms, vacuuming and extracting carpets, emptying trash, etc.).
- Ensures proper use, cleaning, storage and security of housekeeping equipment and materials to maintain resident safety.
- Assists in maintaining housekeeping storage areas and equipment in accordance with established policies and procedures. Reports supply needs and equipment malfunctions and breakdowns to supervisor.
- Reports maintenance concerns when noted.
- Advances the value that residents come first by reporting accidents, incidents, resident complaints and changes in the resident's condition to the supervisor.
- Follows established universal precautions, safety and sanitation protocols and regulations. This includes proper clean-up, washing, storing of items, disposal of personal protective equipment or handling of hazardous materials. Reports occupational exposures to blood, body fluids, infectious materials and hazardous chemicals to the supervisor. Follows established isolation precautions and protocols. Reports missing/illegible labels and SDS's to the supervisor. Adheres to all fire, smoking, equipment and safety policies and procedures.
- Protects the residents and PMMA by not disclosing or using resident health information for any purpose other than treatment for the resident, payment and operations.

- Immediately notifies supervisor if a resident is leaving/missing from the Community.
- Values and respects the choices and preferences of residents and works to create attributes of home, with emphasis on person centered care.
- Upholds resident rights and confidentiality. Creates and supports a physical environment which is accessible and supports privacy, independence and comfort.

Requirements of Position:

Education, Experience, and/or Training:

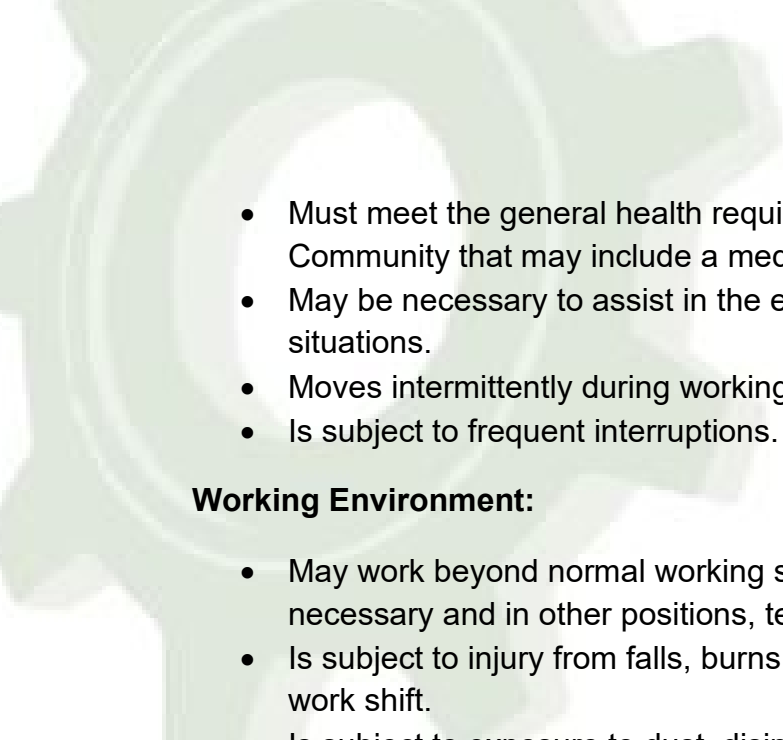
- High school diploma or equivalent desired.
- Housekeeping experience in a health care setting desired.

Skills and Abilities:

- Must be able to read, write, speak and understand the English language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must function independently when necessary, demonstrating flexibility, personal integrity and the ability to work effectively with the residents, staff and support agencies.
- Must possess the ability to deal tactfully with staff, residents, visitors, government agencies/personnel and the general public.
- Must be able to plan, organize, develop, implement and interpret the programs, goals, objectives, policies and procedures, etc., that are necessary for providing quality care.
- Must have patience, positive disposition and enthusiasm, as well as the willingness to handle difficult situations.
- Must be able to relate information concerning a resident's condition.
- Must not pose a direct threat to the health or safety of other individuals in the workplace.

Physical or Mental Demands:

- This position is classified as Medium Work for physical exertion requirements. Medium work involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.
- Periods of prolonged sitting, standing, bending, stooping, squatting, reaching above, at or below shoulder level, kneeling, crouching and twisting may occur.

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- Must meet the general health requirements set forth by the policies of this Community that may include a medical and physical examination.
 - May be necessary to assist in the evacuation of residents during emergency situations.
 - Moves intermittently during working shift.
 - Is subject to frequent interruptions.

Working Environment:

- May work beyond normal working shift, and/or subject to call back, when necessary and in other positions, temporarily, when needed.
- Is subject to injury from falls, burns from equipment, odors, etc., throughout the work shift.
- Is subject to exposure to dust, disinfectants, chemicals and other air contaminants.
- May be exposed to illnesses and diseases, including Tb and the AIDS and hepatitis B viruses.

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