

**Northern Rockies
Medical Center**
 **right care. right Here.**

Position: Housekeeper/Laundry Aide	
Department: Environmental Services	
Reports To: Environmental Supervisor	
FLSA Status:	OSHA Exposure Category: I
Effective Date: 3/2012	Revised: 3/2012, 10/2014, 6/2016

Job Objective: The environmental service worker maintains environmental and infection control standards within established policies and procedures of the health care center. The position performs a variety of general cleaning tasks to maintain patient rooms, offices, hallways and other assigned areas of the facility. The position follows standard practices and procedures and complies with regulatory requirements.

Qualifications:

1. Competency in accurate completion of work, proven ability to manage various tasks in a timely fashion, and the ability to communicate with persons such as peers, patients, physicians, and the general public.
2. Knowledge of materials, production processes, quality control, costs with regards to the position.
3. High School Diploma or GED preferred.

Job Duties:

1. Dusts furniture, woodwork and equipment and dust-mops floors.
2. Polishes and cleans fixtures in rooms and bathrooms.
3. Operates mechanical floor cleaners, buffers, vacuums, snow blowers, shampoos and related environmental service equipment.
4. Wet-mops rooms, halls and other areas; shampoos rugs and furniture.
5. Cleans vents, fan fixtures, top of windows, doorframes and other high areas using a ladder.
6. Gathers and disposes of trash and waste materials using specified bags or containers.
7. Buffs, strips, waxes and polishes floors.
8. Performs terminal cleaning procedures of patient rooms and prepares rooms for new occupants; follows isolation procedures in isolation rooms.
9. Cleans and disinfects all fixtures, floors, mirrors, windows, doors and walls of bathrooms.

10. Cleans all assigned building areas in a clean, neat and sanitary manner using approved cleaning methods and chemicals.
11. Makes supply packs for departments and puts linen stacks in carts for distribution.
12. Delivers linens to departments according to pre-established par levels and schedules.
13. Monitor PH levels in wash and rinse water.
14. Washes contaminated laundry, such as isolation according to special procedure to prevent further contamination and the spread of disease
15. Sorts, weighs and records soiled laundry.
16. Treats stained articles before and/or after washing, using the appropriate formula.
17. Keeps work areas neat and orderly, cleans equipment and assists with other cleaning duties as assigned.
18. Complies with all company safety policies at all times.
19. Completes all in-service education on a yearly basis.

Disclaimer – Not all inclusive – other duties as assigned. Every effort has been made to make this position description as complete as possible. However, it in no way states or implies that these are the only duties required. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Mission: Northern Rockies Medical Center provides quality healthcare that serves our communities in a private, safe and caring environment.

Vision: Northern Rockies Medical Center will be the provider of choice, setting the standard for quality healthcare in the region.

Values: Values PEOPLE

- The needs of the patient come first.
- Patients, families, and staff will be treated with courtesy and compassion.

Values QUALITY

- Excellence through continuous improvement in care and safety.
- Teamwork through the unity of all departments to serve our communities and each other.

Values OWNERSHIP

- Doing what is right.
- Having pride in the work we do.
- Holding ourselves accountable for efficient management of NRMC resources.

Schedule: Primarily weekdays (Monday through Friday from 8 am to 5 pm with 1 hour lunch period). Occasionally may be required to adjust schedule hours to include weekends.

Compliance Plan and Code of Conduct: Northern Rockies Medical Center Inc. is dedicated to the highest ethical standards as it is essential to meeting our commitment to our mission and vision. Individual responsibilities include adhering to our organizational Compliance Plan and Code of Conduct.

- (A) Maintains awareness and understands the organization-wide compliance plan. Familiar with and adheres to NRMC's published Code of Conduct which provides guidance and expectations regarding confidentiality, conflict of interest, billing, controlled substances, Emergency Medical Treatment and Labor Act (EMTALA), payments for referrals, gifts, anti-kickback laws, safety and health, waste disposal, and compliance with antitrust laws, advertising and marketing, discrimination, insider trading and government requests.
- (B) Reports any violation or suspected violation of this Code or other hospital policies or procedures to supervisor, Compliance Officer or through the compliance hotline.
- (C) Attends and/or completes mandatory training regarding organizational compliance.

Work Environment: Acute care hospital, professional office setting. Area is well lit and ventilated. Possible exposure to marked changes in temperature, humidity, and noise.

OSHA Exposure Category: (I) Tasks that involve exposure to Blood/Body fluids or Tissues. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them, are Category I tasks. Use of appropriate protective measures is required for every employee engaged in Category I tasks.

Dress Code: Must comply with Northern Rockies Medical Center Dress Code Policy Admin.0012 and departmental guidelines.

Physical Demands: Required repetitive bending, pulling, pushing, kneeling, walking, and lifting up to 50 lbs. Visual activity within normal limits. Must be able to read charts, orders, notes, and office reports on paper or electronically.

Employee Certification: I have read the above JOB DESCRIPTION and accept the responsibilities as outlined. I know of no reason that will keep me from performing the duties as described without reasonable accommodations being made by Northern Rockies Medical Center (NRMC). I agree to inform my supervisor immediately if I am unable to perform as expected.

Employee Signature

Date

CONFIDENTIAL