



Eastern Band of Cherokee Indians

Job Description

Position ID Number:	848-3300-001 848-3300-002 848-3300-003 848-3300-006	Last Revised:	06/14/2013
Position Title:	Housekeeper	Department:	Housekeeping-Tsali Care Center
Reports to:	Housekeeping Supervisor	Division:	Public Health & Human Services

Primary Function: Performs general and specialized cleaning tasks within the Tsali Care Center facilities to maintain established sanitation standards, OSHA guidelines, and to safely meet the residents' needs in compliance with Federal, state and local requirements.

Job Duties and Responsibilities:

- Performs daily routine cleaning tasks, in accordance with facility policy, which may include trash removal, dusting, wet mopping, dust mopping, sweeping, vacuuming, cleaning spills, etc.
- Follows material safety data sheets.
- Operates housekeeping equipment safely.
- Cleans and sanitizes restrooms and fixtures.
- Collects and bags soiled linen in storage closet.
- Restocks restrooms with soap, towels, tissue, etc.
- Checks and maintains assigned area daily to ensure it is neat, orderly, and clean.
- Responds to special requests for housekeeping services.
- Completes record of work and quality assurance checklist as needed.
- Launders and dries mops and buffer pads daily.
- Performs non-routine cleaning procedures such as washing windows, scrubbing, shampooing carpets, and washing walls and trash receptacles.
- Rotates through laundry as needed.
- Moves and rearranges furniture as requested.
- Follows established guidelines and OSHA protocol in the disposal of biohazard waste.
- Notifies supervisor of unusual circumstances, equipment repairs or replacements, etc.
- Maintains a neat and orderly housekeeping office and storage area.
- Works as scheduled on weekends and holidays.
- Performs all duties according to established safety guidelines and tribal policy.
- Performs other duties as assigned.

Education /Experience:

Up to one month in the position would be required to become proficient in most phases of the job.

Job Knowledge:

Must have a thorough knowledge of the policies, procedures, and guidelines for housekeeping procedures of Tsali Care Center and applicable OSHA protocol. Must be skilled in the use of mechanical and manual cleaning equipment such as buffer, scrubber, vacuum cleaner, mop, broom, and laundry equipment. Requires the ability to clean and maintain assigned equipment including recharge battery. Must be familiar with center layout. Requires the ability to follow both verbal and written instructions. Must be able to read, write and do simple arithmetic. Must know all related sanitation guidelines and quality assurance requirements. Must know safety procedures.

Contact with Others:	Works alone or with coworkers and usually in close proximity to facility personnel, patients, and the public. Safety procedures must be followed to prevent injuries to others i.e. wet floors, and cords on floor, etc.
Mental /Visual /Physical Effort:	Close attention to detail is required for some procedures and normal alertness for much of the time. Job duties require extensive physical effort such as walking, reaching, bending, pushing, pulling, and often working in awkward positions. Must have visual acuity, manual dexterity, and be able to speak and hear.
Environment:	Often exposed to wet solutions which can be disagreeable at times. Otherwise inside with normal housekeeping conditions. Has contact with potential disease or accidents such as falls, back strain, electrical shock, or minor cuts to fingers and hands. Has some contact with biohazard substances and cleaning solutions which must be handled properly. Following established safety procedures and sanitation guidelines would reduce the risk of injury or disease.
Resourcefulness & Initiative:	Follows well defined operating procedures, guidelines and sanitation standards. Must use judgment and initiative required to maintain accuracy, quality standards, and complete tasks efficiently.
Responsibility for Safety /Equipment:	Cleans and performs simple upkeep to equipment which should not be damaged if handled properly. Cleans center facilities which will have longer utility when properly maintained and cleaned. Following guidelines and established procedures would present a positive image to the community.