

POSITION DESCRIPTION

POSITION: Health Center Housekeeping Technician

DEPARTMENT: Health Center **GRADE:** 8 (14.33-21.50)

REPORTS TO: Health Center HSKP Supervisor **STATUS:** Non-Exempt

POSITION SUMMARY:

The Health Center Housekeeping Technician, under the direction of the Health Center Housekeeping Supervisor is responsible for performing cleaning and sanitizing in a health care setting and assisting health center employees as defined by the supervisor. The duties should be completed in a timely and friendly manner.

ESSENTIAL FUNCTIONS:

1. Cleans and disinfects patient care areas, public areas, and waiting areas. This includes but is not limited to: hallways, walls, vents, windows, rugs, public and employee restrooms, breakrooms, entrances, medical and dental patient areas, behavioral health, and dental lab.
2. Cleans patients' rooms to include sanitizing, sweeping, mopping, and cleaning high touch items including phones and door handles.
3. Replaces essential products in patient and employee areas.
4. Maintains carpets, rugs, and tile floors in the Health Center by sweeping, mopping, vacuuming, and monitoring for replacement of rugs.
5. Maintains the highest level of cleanliness and customer service.
6. Sanitizes chairs, check in area, door handles, employee time clock, and elevator buttons in patient and employee areas.
7. Completes daily, weekly, and monthly tasks on time according to checklists.
8. Cleans and disinfects the dental lab daily from 4-4:30pm.
9. Completes light maintenance duties including; painting, changing light bulbs, and other duties assigned by supervisor.
10. Must punch in and out at the beginning and end of each shift using electronic time keeping system located by employee exits.
11. Responsible for arriving to work on time and wearing proper uniform.
12. Responsible for following HIPAA and OSHA policy at all times.
13. Must attend all mandatory trainings designated by the Human Resources Department and/or Clinic Coordinator.
14. Other duties may be assigned within the scope and complexity of this position's essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is required to walk with occasional sitting and standing. Occasionally the employee must crawl and climb with frequent pushing/pulling, bending, squatting, crouching, and kneeling. The employee must occasionally lift up to 50 pounds and frequently lift and/or move up to 10 pounds. The employee is regularly exposed to dust and cleaning chemicals. The employee is responsible for using proper safety techniques and protective equipment, such as gloves and goggles.

POSITION REQUIREMENTS:

1. High school diploma or equivalent required.
2. Six months housekeeping experience preferred.
3. Floor care experience preferred.
4. Employee must pass a background check upon hire to establish employment.
5. Must have an excellent past work record including attendance.
6. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
7. Must present a well-groomed and professional appearance.
8. Must speak, write and understand in the English language.
9. To perform the position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: Out Until Filled

APPLY TO: Please email application and resume to Erin Forrester, HR Generalist at eforrester@baymills.org
Subject: Housekeeping Technician

*Applications can be found at www.baymills.org under “employment opportunities”