



Housekeeper

Full-Time; Monday through Friday, rotating weekends as needed (approximately 1 weekend in 4), works at least one holiday per year, available to be on call to fill in as needed.

Shift Hours: Flexible; start time can be from 7 a.m. to 8:30 a.m. or later if needed to work a specific area after patient care ends. End time could be from 4:00 p.m. to as late as 8:30 p.m. depending on patient care and the traffic in that area of the hospital that day.

Overview

This position performs all cleaning throughout Antelope Memorial Hospital as well as support for our clinics. The housekeeper promotes sanitary conditions to prevent the spread of infection and odors. This position works as a member of the housekeeping team to ensure the safety and health of patients, visitors and teammates by helping to provide a clean, sanitary, safe, and attractive environment.

Essential Functions

- Performs a variety of assigned cleaning tasks, including dusting, mopping, scrubbing, disinfecting, vacuuming and polishing according to departmental policy and procedures. Must plan the completion of these tasks daily.
- Empties hampers and transports of soiled linen. Empties trash containers and removes all trash. Empties all medical waste containers, including sharps.
- Requires working in damp, dusty and dirty areas. Must clean up human waste and other body fluids as required.
- Inventories, restocks and replenish supplies such as toilet tissue, paper towels, hand soap, etc., located in all assigned areas of the facility.
- Maintains cleanliness of departmental equipment and notifies appropriate personnel as repairs become necessary. Protects equipment from damage by proper use.
- May perform special projects such as: windows washing, wall washing, removing heavily soiled items or furnishings.
- Responds to questions and requests from patients, staff and visitors. Meets or exceeds goals for customer service satisfaction.
- Performs all functions according to established policies, procedures, regulatory and accreditation requirements, as well as applicable professional standards. Provides all customers of Antelope Memorial Hospital with an excellent service experience by consistently demonstrating high sanitation standards each and every day

Minimum Qualifications

Must possess the ability to:

- Work independently and as part of a team without continuous supervision.
- Interpret and respond to verbal and written instructions.
- Communicate effectively with others by phone and verbally.
- Read and understand material safety data sheets and instructions for mixing and use of cleaning chemicals.
- Work in all areas of the facilities.
- Prioritize work with frequent interruptions.
- Be attentive to the details.
- Take the initiative to complete daily tasks as well as tasks scheduled on a less than daily basis.
- Make independent decisions when needed.
- Deal tactfully with personnel, patients, visitors and the general public.
- Resolve problems that arise and deal with conflict in a constructive way.
- Work harmoniously with department personnel and as well as other departments.
- Seek out new methods and principles and be willing to make suggestions.
- Work rotating weekends and holidays, must be available to be on call to fill in

Physical Requirements:

This position is required to lift, carry, walk, sit, bend, squat, push, pull, stand and move continuously throughout most of the shift and work a flexible schedule.

Education/Experience

Must possess, as a minimum, a high school diploma. Experience in a health care facility and/or housekeeping preferred.

To be considered for this position, print and complete the Application for Employment located at <http://www.amhne.org/Jobs.html> or contact Susan Finochiaro, hr@amhne.org, Human Resources, Antelope Memorial Hospital, 102 W 9th St., Neligh NE 68756, 402-887-4151 for an application.