

## **Clinic Housekeeper – AMH Neligh**

Employee will work a full-time evening schedule (3 p.m. to 11 p.m.) to provide housekeeping services and at our Neligh clinic approx. 36-40 hours per week.

### **Overview:**

This position must provide clean, sanitary, comfortable, orderly and attractive surroundings for the patients, employees, and public. The housekeeper promotes sanitary conditions which prevent the spread of infection and odors. She/he may be required to perform tasks, which involve exposure to visible blood contamination or reasonably anticipated blood contamination. The housekeeper must follow the required procedures for handling, cleaning, disposing, or moving of objects/materials and/or the clean-up of blood, infectious materials, or body fluids containing blood in accordance with the OSHA Blood-borne Pathogen Standard and/or Antelope Memorial Hospital's Exposure Control Plan for Blood-borne Pathogens. The housekeeper maintains assigned areas in accordance with established policies and procedures as directed by the Laundry/Housekeeping Supervisor to assure that the highest degree of cleanliness and sanitation is maintained at all times.

### **Duties and Responsibilities:**

- Receive and follow cleaning schedule/instructions from the laundry/housekeeping supervisor and/or as outlined in established laundry/housekeeping service policies and procedures.

Maintain facility in a sanitary and infection-free condition through washing, cleaning and replacement of equipment and furnishings.

- Requires working in damp, dusty and dirty areas. Must clean up human waste and other body fluids as required.
- Responsible for disposal of trash, waste, and other disposable materials.
- Must handle various cleaning solvents, chemicals, etc.

Must comply with all regulations such as OSHA, EPA, State Health Department, etc.

- Plan work schedule for major tasks.
- Damp dust, clean/polish furniture, light fixtures, ledges, window sills

Clean carpets including vacuuming, shampooing, deodorizing, and disinfecting as instructed.

Clean walls and ceilings by washing, wiping, dusting, disinfecting, deodorizing, spot cleaning, etc. as instructed.

Remove dirt, dust, grease, film, etc. from surfaces using proper cleaning/disinfecting solutions.

- Dispose of waste/trash into proper containers and reline trash receptacles with liners.
- Clean floors to include sweeping, dusting, damp/wet mopping, disinfecting, etc. as instructed. Ensure CAUTION/SAFETY signs are properly setup PRIOR to performing such duties.
- Clean wash basins, mirrors, commodes.
- Report any needed repairs immediately to supervisor (such as leaky faucets or toilets, loose tile, broken window panes, missing nuts or screws, beds needing repair, etc.).

- Wash windows as scheduled.

Ensure that work areas are clean and equipment, supplies, etc. are properly stored before leaving such areas on breaks, ends of work day, etc.

- Follow instructions on use of germicidal solutions to clean. All procedures for solution use will be part of the housekeeper's training.
- Use safety precautions in all housekeeping services.
- Ensure that patient rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights are followed.

**Physical Requirements:**

The housekeeper will be required to lift, carry, walk, sit, push, pull and work a flexible schedule, must be able to move continuously during work hours and able to lift and/or carry 25 to 50 pounds.

Must possess the ability to:

- Works in all areas of the facilities.
- 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.

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 Megan Becklun, [hr@amhne.org](mailto:hr@amhne.org), Human Resources, Antelope Memorial Hospital, 102 W 9th St., Neligh NE 68756, 402-887-4151 for an application.

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