



**Northland Community
Health Center**

"Our Family Caring For Your Family"

MISSION

Delivering patient centered, accessible, quality-driven, medical, dental, and behavioral healthcare, to all generations to strengthen the health status in the communities we serve, regardless of the ability to pay.

JOB DESCRIPTION

POSITION: Housekeeping/Maintenance

Reports to: Dir. Of Bus. Development/Chief Executive Officer

Revised: March 2015

Department:

FLSA: Non- Exempt

Position Summary: The position of Housekeeping/Maintenance requires special attention to details and plays a key role in our ability to provide sanitary, professional healthcare to our patients. The individual employed must be prepared to reach and maintain a very high level of cleanliness and sanitization within our facility. This individual must also possess the qualities and attitude to uphold a teamwork approach with the rest of the staff.

Supervision Exercised: None

Position Responsibilities:

The premises of Northland Community Health Center are to be kept clean and orderly. The clinic will be thoroughly cleaned according to the following schedule:

- **DAILY**
 - Clean all bathrooms including mirrors, sinks and toilets
 - Vacuum carpeting and rugs
 - Dust furniture
 - Empty wastebaskets
- **WEEKLY**
 - Vacuum or wet mop all offices and hallways
 - Vacuum furniture
 - Launder rags
 - Dust heater vents
 - Spot clean walls and cupboards
- **MONTHLY**
 - Clean vertical blinds and ceiling lights
 - Clean storage area and heating room
 - Clean basement for mold and mildew
- **AS NEEDED**
 - Fill paper towels, toilet tissue, and soaps
 - Shampoo carpets
 - Strip & wax tile floors
 - Wash windows inside and out
 - Wash walls and woodwork

Scrubbing is the most important factor of environmental cleaning. One should avoid soiling clean areas in the process of cleaning dirty ones. Mop heads, cleaning cloths, and cleaning solutions should be changed after every cleaning. Any hospital grade disinfectant registered by EPA can be used for surface cleaning. Housekeeping will not dust shelves or desktops where there are personnel items. Do not dust or move any computer parts.

Housekeeping/Maintenance shall monitor all furnace filters and shall maintain a schedule for changing filters. Housekeeping/Maintenance will be responsible for minor repairs and fixes that he/she is able to perform within the scope of their duties. Housekeeping/Maintenance shall perform any additional cleaning needs which may arise in the future, but fall within the above stated duties.

Position Qualifications:

- Frequent exposure to blood and other hazardous materials, communicable disease, toxic substances, and harmful cleaning chemicals

Education and/or Experience:

- N/A

While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.

Physical Requirements:

NCHC CLINICAL STAFF				
	Not Applicable	Occasionally	Frequently	Constantly
Stand			X	
Vision – near			X	
Vision – w assistance			X	
Walk			X	
Sit			X	
Reach outward			X	
Reach above shoulder			X	
Climb		X		
Crawl		X		
Squat/kneel			X	
Bend			X	
Lift/Carry				
10lbs or less			X	
11-20 lbs			X	
21-50 lbs		X		
51-100 lbs	X			
Over 100 lbs	X			
Push/Pull				
12 lbs or less		X		
13-25 lbs		X		
26-40 lbs		X		
41-100 lbs	X			
Not Applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hours per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hours per day)			
Constantly	Position requires this activity more than 66% of the time (5.5 hours + per day)			

Travel: is not required It is anticipated that travel will be: 5% - 10% 50% - 75%
 10% - 25% 75% - 90%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job’s responsibilities/tasks may be modified and/or expanded over time. Northland CHC will inform the employee when changes in the respective job description are made.

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. I understand that failure to adhere to these responsibilities could be grounds for disciplinary action up to and including termination of employment.

Print Name

Signature

Date