



Boone Memorial Hospital, Inc.
JOB DESCRIPTION
JANITOR/ HOUSEKEEPER

Employee Name: _____

REQUIREMENTS:

***Must have and maintain a Valid West Virginia Driver's License**

Objectives:

1. To provide a clean/safe environment and increase the patients, visitors, and staffs feeling of well being by providing pleasant attractive surroundings.
2. Attend in-service education, as offered.
3. Comply with hospital policies and procedures.

Qualifications:

1. Must be able to read and write to follow daily schedules and fill out safety/environmental reports.
2. Must be honest and reliable and be able to perform job duties as assigned by supervisor.
3. Must have good mental, physical, and moral health in order to perform job requirements.
4. Must be safety minded to prevent the potential for injury.
5. Must be able to lift up to 50 pounds unassisted and be able to maneuver up to 100 pounds onto dollies.
6. Must be neat and well groomed.
7. Must have the understanding that cleanliness is of vital importance in achieving and maintaining environmental sanitation.
8. Must be tactful and courteous to patients, visitors, and staff at all times.
9. Remain job focused, with strict attention to detail.
10. Adhere to all infectious medical waste transport/labeling/storage, etc as regulated.

Job Duties:

1. Deliver soiled linen to laundry and pick up clean linen for delivery to each department daily as scheduled.
2. Pick up trash in assigned areas as scheduled.
3. Replace gloves, sharps, in ER as scheduled.
4. S/M all areas of the hospital, clinics, therapy and other off-site locations/structures as scheduled.
5. Transport clean/soiled linens to and from Laundry/ offices as scheduled.
6. Immediate attention to mop/sweep any spilled liquid/paper, etc immediately upon notice.
7. Strip/Wax/spray buffs all floors as scheduled.
8. Assist other departments of the hospital as necessary.
9. Routinely report lack of supplies/facility equipment to supervisor.
10. Check all areas daily to insure maximum cleanliness & sanitization.
11. Thoroughly cleans all housekeeping equipment after each use.
12. Complete any and all other duties as assigned.
13. Comply with all hospital policies at all times.
14. Attend in-service education as offered.
15. Prompt in arrival/dependable to work as scheduled.
16. Show proper respect to supervisory personnel. Tactful and courteous to patients, visitors and staff.

17. Must be able to drive the Polaris/ Gator or other mobile equipment for transport of supplies to and from the hospital or other designated areas as scheduled.
18. Other duties that may be assigned or modified.

Key Competencies

- attention to detail
- customer focus
- reliability
- listening skills
- adaptability
- team work
- integrity
- honesty
- high energy levels

PHYSICAL DEMANDS:

Ability to perform various motor skills such as; standing for long periods of time, walking, lifting (up to 50 pounds) using proper lifting techniques, stair climbing, reaching, bending, twisting, pushing, pulling, squatting, grasping and arm-hand coordination on a continuous basis.

I have read the above job description and have received a copy. I fully understand the requirements set forth therein.

Employee Signature: _____ Date: _____