



Job Description

Position Title: Housekeeper

Department: Environmental Services

Location: Mankato

Accountable to: Environmental Services Director

Supervises: None

FLSA: Non-Exempt

Job Type: Hourly

Revision Date: May 2012

General Summary:

This position must provide a clean, sanitary comfortable, orderly and satisfying surroundings for the residents, employees, and public. As a Laundry Aide you must, launder facility linens, residential clothes in accordance with sanitary procedures. The housekeeper/laundry aide 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/laundry aide 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 or SSND's Exposure Control Plan for Blood-borne Pathogens.

Essential Duties and Responsibilities

- Integrate the mission of the School Sisters of Notre Dame in work environment
- Maintain positive relationships
- Conduct oneself in a professional manner
- Disinfect surfaces of high priority
- Dust designated areas starting from top to bottom
- Clean bathrooms, hallways & corridors, various rooms, and stairways
- Perform dry & wet mopping procedures
- Vacuum upholstery, carpet, & rugs
- Transport trash to the appropriate area
- Wash walls, woodwork, and windows
- Replenish supplies as needed
- Alternate holiday and weekend laundry services as needed
- Wash Notre Dame Healthcare clothes and linen
- Wash Kitchen rags and smocks.
- Wash towels for Isidore hall 2nd floor
- Alternate holiday and weekend laundry services as needed

- Prepare beds for the Ed Center by request
- Substitute for housekeeping employees in the environmental services department
- Understand basic OSHA requirements pertaining to the environmental services department
- Follow safety procedures
- Maintain an orderly and presentable office and work area at all times
- Perform other tasks as assigned by environmental services director
- Attend workshops, in-services and Hill employee meetings as required

Education and Experience

- High school diploma or equivalent
- One-year housekeeping/laundry experience preferred

Knowledge, Skills and Abilities

- Considerable knowledge of materials, supplies, equipment, and practices used in cleaning of buildings
- Good physical and mental health
- Ability to lift a minimum of 50 lbs.
- Ability to stand for up to 8 hours a day and able to walk
- Ability to bend, squat, kneel and stoop to floor level
- Ability to understand and follow instructions
- Ability to maintain good working relationships with subordinates, superiors, and other employees.

Working Conditions

The laundry aide 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 50 pounds. Exposure to wet and slippery conditions. Exposure to biological, chemical, physical and mechanical hazards.

Equipment

Janitorial carts, buckets and mops. Vacuums and dusters. Laundry equipment; washer, dryer, and irons.

This job description is intended to describe the general nature and level of work required of this position. It is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job.

If you have any questions, please contact Rachal Depuydt at 507-389-4288