

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency MDHHS-WALTER P.REUTHER PSY HS
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Center & Hospitals
4. Civil Service Position Code Description DOMESTIC SERVICES AIDE-E	10. Division WRPH-Adults
5. Working Title (What the agency calls the position) Housekeeper	11. Section
6. Name and Position Code Description of Direct Supervisor DUVALL, DANIEL; DOMESTIC SERVICES SPV-2	12. Unit Housekeeping
7. Name and Position Code Description of Second Level Supervisor KING, DYWAN M; DOMESTIC SERVICES SPV-3	13. Work Location (City and Address)/Hours of Work 30901 Palmer Rd Westland MI 48186 / Sun-Sat 7:00 am - 3:30 PM or 2:30 pm - 11:00 pm
14. General Summary of Function/Purpose of Position Performs a variety of housekeeping services to maintain a safe, clean, neat, and sanitary environment for all patients, visitors and employees. May be assigned duties in the patient clothing room such as sewing, mending, washing/drying folding sorting, labeling, record keeping, inventorying, storing property, processing clothing requests, measuring patients and discharge of patient property. Maintains a clean and organized patient clothing room. May also be assigned tasks in the clean linen room, such as pickup and delivery of linen carts, unloading and loading linen onto/off of linen carts, sorting, placement of ties on hamper bags and stamping linen. Inventories supply of linen on hand, ward linen and accesses needed linen on wards and replenishes. Maintains a clean and organized clean linen room.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 80**

Clean and sanitize the hospital environment, patient living areas, baths/shower rooms and employee areas.

Individual tasks related to the duty:

- Washes windows, light fixtures, walls and furniture.
- Dusting, high and low.
- Wash/sanitize furniture.
- Empty trash containers, clean and reline.
- Remove smudges and marks from walls.
- Floor maintenance, clean/sanitize toilet fixtures.

Duty 2

General Summary: **Percentage: 5**

Floor Care

Individual tasks related to the duty:

- Checks operating condition of scrubbing/buffing equipment.
- Removes all furnishings from room/area to be cleaned.
- Mixes cleaning solvents.
- Applies cleaning solution to floor using a floor scrubber.
- Pick up cleaning solution and soiled water.
- Rinse floor.
- Apply wax, after drying floor replaces furniture.

Duty 3

General Summary: **Percentage: 5**

Load/ unload supplies and moves furniture.

Individual tasks related to the duty:

- Picks up supplies from supply room.
- Stocks supplies in housekeeping mop closets and carts.
- Moves furniture to from various locations in the hospital to various other areas in the hospital.
- Arranges furniture for hospital functions.
- Moves damaged furniture from areas to maintenance for repairs.
- Loads and unloads state vehicles during transportation of facility property.

Duty 4

General Summary: **Percentage: 5**

Processing of patient property.

Individual tasks related to the duty:

- Receives patient property.
- Sorts and inventories clothing.
- Cleans and labels clothing.
- Mends and alters clothing.
- Picks up and delivers patient property on wards.
- Measures patients for new clothing.
- Completes appropriate clothing requests.
- Orders clothing from contracts or shops at local vendors.
- Maintains record keeping.
- Keeps clothing room clean and organized.

Duty 5

General Summary: **Percentage: 5**

Processing of linens.

Individual tasks related to the duty:

- Receives clean linen deliveries from vendor.
- Unloads linen carts and stocks shelves.
- Checks wards for linen needs and replenishes ward linen rooms.
- Checks condition of clean linen.
- Requests ordering needs for maintaining linen.
- Keeps clean linen room clean and organized.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Uses independent judgement in making decisions requiring the application of policies, procedures and practices of a housekeeper covering specific situations.

17. Describe the types of decisions that require the supervisor's review.

Decisions which require an interpretation of the content of reference manuals and guidelines including the hospital administrative manual, housekeeping policy and procedure manual, JCAHO standards, OSHA standards and various manuals and references provided by manufacturers of housekeeping equipment and supplies.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

See listing of physical demands and environmental conditions (attached). Must have stamina to work more than eight hours in a day if required to remain on overtime or return to work on emergency assignments.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

- Clean and disinfect the hospital environment, patient/living/activity areas, bath/shower rooms and employee work areas.
- Floor care such as stripping, waxing and buffing.
- Load/unload supplies and move furniture.
- Operate equipment safely.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

No PD on file

25. What is the function of the work area and how does this position fit into that function?

To provide a clean, disinfected service to the hospital for a safe and healthy environment for the patients, visitors and employees. This position is responsible for maintaining a clean and safe environment.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

