

Big South Fork Medical Center

Job Title: Team Leader of Housekeeping	Dept. Number/Title: Housekeeping
Job Code:	Title Reporting To: Administrator
FLSA Status: Non-Exempt	Effective Date: 01/09/2017
Division: Housekeeping	Division Head: Hospital Administrator

Job Purpose: Describes the general purpose of the job; why the job exists.

To perform administrative functions of the Housekeeping Department. Utilizes computer and secretarial skills to promote the overall functions of Environmental Services Departments. Strives to maintain smooth day-to-day office functions in a consistent manner.

Accountabilities/Major Work Activities: The principle end results for which this job is held accountable

- I. Maintains a safe aesthetically pleasing environment.
*Following established procedures to ensure all standards and regulations are met.
- II. Provides and directs Housekeeping service for user departments.
*Coordinates cleaning of patient rooms, support areas, non-patient areas and administrative areas.
- III. Maintains Department staff.
*Scheduling, orientating and conducting training programs for employees.
- IV. Plans and executes the cleaning program for the hospital.
*Provides necessary coordination with user departments to facilitate housekeeping services.
*Coordination of work activities between shifts.

Major Work Activities: List the typical and regular activities required of the job. Describe what is done and why it is done.

- V. Each employee is evaluated and records maintained on the job specific duties and competency.
*Completes competency checklist annually or more often as required by department policy.
*Participates in Disaster Training.
- VI. Performs secretarial duties to support Executive Director of Environmental Services and the divisions= supervisors.
*Types assignments.
*Uses photocopying equipment.
*Uses fax machine.
- VII. Provides general office support to Executive Director of Environmental Services and divisions= supervisors.
*Establishes, maintains and revises recordkeeping and filing system.
*Classifies, sorts and files correspondence records and other documents.
*Prepare departmental reports.
*Collect data and information to prepare reports.

This Job Description is an overall statement of major accountabilities and duties performed by incumbents in this position. The incumbent may be requested to perform other position-related duties other than those described in this description.

Job Specifications

Minimum Level Qualifications

Education:

High School Graduate or equivalent.

Experience:

Scheduling, preparing, and planning.

Licensure, Certification, and/or Registration:

N/A

Physical Demands:

Sitting. Standing. Speaking. Lifting.

Skills and Qualifications:

Administrative, organizational and managerial skills with ability to communicate well.

Preferred: Computer skills. Knowledge of listed software: Word, Excel, Powerpoint, Access.

Other Special Characteristics:

- 1) Ability to communicate well with people in person or over the telephone and with written communication.
- 2) Ability to assess and react to situations.
- 3) Must be motivated and work independently.
- 4) Must be flexible with work schedule (attend night meetings).
- 5) Must be able to perform at a fast pace and/or stressful environment.
- 6) Ability to listen and maintain confidentiality.

Always present yourself professional with a happy, friendly attitude

I have received, reviewed and fully understand the job description for Housekeeping Team Leader. I further understand that I am responsible for the satisfactory execution of the essential functions described

therein, under any and all conditions as described.

Employee Name: _____ **Signature:** _____

Date Signed: _____

Hospital Administrator **Date**

Form Number	Origination Date	Revision Date	Obsolete Date	Review Date
HR-	01/20/2017			03/01/2018 js