1. POSITION SUMMARY
   1. Performs a variety of general cleaning tasks to maintain patient room, offices, hallways and other assigned areas of Appleton Area Health.
2. QUALIFICATION
   1. EDUCATION/EXPERIENCE: May have less than a high school education, no experience required on-the-job training will be provided.
3. STANDARD REQUIREMENTS
   1. Maintains established AAH and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information and infection control standards.
   2. Utilizes excellent customer service skills at all times
   3. Complies with federal and state regulations and accrediting and licensing agencies at all times.
   4. Dusts furniture, woodwork, equipment and dust mops floor. Polishes and cleans fixtures in utility rooms and bathrooms.
   5. Operates vacuum.
   6. Wet mops rooms, halls, stairways, and other public areas.
   7. Cleans vents, fans and other requirement using vacuum machines.
   8. Cleans fixtures, tops of windows, door frames and high areas using a ladder.
   9. Gathers and disposes of trash and waste materials
   10. Moves furniture and other objects as required.
   11. Removes waste and soiled linens from work area and places in specified bags or containers.
   12. Performs terminal cleaning procedures of patient rooms and prepares room for new occupant; follows isolations procedures in isolation rooms.
   13. Cleans and disinfects all fixtures, floors, mirrors, windows, doors, and walls of bathrooms.
   14. Participates in education programs an in-service meetings
   15. Attends meetings as required
   16. Performs other related duties as assigned or requested.
4. ESSENTIAL REQUIREMENTS
   1. DINING ROOM DUTIES
      1. Stock cart with rags and mops, fill mop bucket.
      2. Staff Dining Room
         1. Wash tables, chairs, cupboards and countertops. Fill napkins, coffee filters, and jelly and peanut butter containers. Get all replacement supplies from kitchen. If sugar is needed can get from area where cookies are made. Make sure you have enough butter and silverware. If garbage is full, take out otherwise take out after dinner. Dust and mop floor. Go up and get cart, it should have 2 gray tubs and coffee cups, then get the rest of supplies needed. Bring down to dining room and unload. Make sure to pull out garbage cans to clean walls and floor where they are.
            1. Beauty Shop

Wipe down chairs and counters. Dump garbage’s, Dust mop floor daily and mop at least once a week or more if needed.

* + - * 1. Cardio Rehab

Empty garbage, vacuum as needed

* + - * 1. Hospice

Empty garbage, vacuum as needed.

* + - * 1. Bathroom

Clean sink & toilet, empty garbage, check paper towels and toilet paper (3 extra) & mop floor

* + - * 1. PT/OT

Empty garbage, clean all sinks & toilet check towels and toilet paper (1 extra). Clean entry way. Dust and vacuum as needed. Clean waiting room, all window and window sills as needed. Once a month there will be recyclables to take upstairs where they belong.

* + - * 1. Clinic Office

Get garbage, dust and vacuum as needed.

* + - * 1. Conference Room

Get garbage, dust and vacuum as needed.

* + - * 1. Medical Records

Get garbage, dust top of file cabinets, medical records cabinets and vacuum as needed

* + - * 1. Bird Room

Wash tables, chairs, drinking fountain. Spot clean walls as needed. Pull out furniture once a month and clean bird cage once a month.

* + - * 1. East Dining Room

Small part

Wash tables, chairs, dust mop and mop. Spot clean as needed. Dust blinds, pictures, plants, TV chair railings and whatever else that needs it. Wash table legs as needed. Clean windows and sills as needed.

Large Part

Wash tables, chairs, dust mop and mop. Spot clean walls as needed. Dust blinds, pictures, plants, piano, and whatever else that needs it. Wash table legs as needed. Clean window as sills as needed.

* + - * 1. Feeder Dining Room

Wash tables, chairs, dust mop and mop. Spot clean walls as needed. Dust TV pictures, radiator & plants. Wash table legs as needed. Clean window and sills.

* + - * 1. Women’s Bathroom

Clean sinks and toilets. Clean mirror and refill paper towels, toilet paper (4 extra) and personal hygiene products (in boiler room). Have maintenance person help take the money from them to the Business office. Take out garbage and mop. Wipe off stalls and spot clean as needed.

* + - * 1. Men’s Bathroom

Clean sinks, toilet, and urinals. Clean mirror and refill paper towels and toilet paper (1 extra). Wipe off dividers, stalls and spot clean walls as needed. Take out garbage and mop.

* + - * 1. Stairwell

Sweep and mop when needed, at least once a week.

* + - * 1. Elevator

Wipe down control buttons and rails and vacuum every day.

* 1. NORTH DUTIES
     1. Get supplies, mop, dust mop & rags, fill mop bucket, get garbage from mini kitchen, drinking fountain and staff bathroom. Check paper towels in mini kitchen and staff bathroom, check toilet paper in staff bathroom, check cups from drinking fountain water and clean fountain, floor and walls around the fountain
     2. Rooms
        1. Non-Bath Days
           1. Wash sinks and toilets, Dust and mop, check paper towels and toilet paper and empty garbage
        2. Bath Days
           1. Wash mattress, railings, frame, nightstand (pull out drawers) walls, closet top to bottom (pull out drawers), light fixtures, wastebasket, sweep and mop the floor, wash the toilet inside and out, fixtures, medicine cabinet, walls, wash windows and blinds.
     3. Tub Room
        1. Wash tub, toilet and sink, mop floor and empty garbage
     4. Janitor closet
        1. Wash the floor as needed put clean water in the bucket every day, put on clean dust mop and wet mop as needed. Also, dust mop and mop the floors of the closet across from the mini-kitchen.
     5. Shower room
        1. Spray rinse sink and toilet and take out garbage
     6. Utility Room, Linen Room
        1. Mop floor
     7. Staff Bathroom
        1. Wash sink, mirror, soap dispenser, toilet paper holder & toilet. Check paper towels, before you leave Saturday, fill the paper towels to the top. Always stock 2 extra rolls of toilet paper. Sweep and mop
     8. Mini Kitchen
        1. Change mop water, wash counter, sink, top of refrigerator, cupboard fronts, spot clean the walls, sweep and mop. Every week pull out the refrigerator and clean, every 3 months get ladder and clean roll up window, on Saturday, just before you go home make sure paper towels are full to the top.
     9. Soiled Linen
        1. Clean and flush hopper sink, sweep and mop floor and make sure buckets are put back exactly as they came out.
  2. SOUTH DUTIES
     1. Get supplies, mop, dust mop & rags, fill mop bucket, get garbage from behind nurse’s desk and med room, sweep and mop behind desk and med room. In MDS Coordinator room wash desk, phone, dust, mop and take out garbage.
     2. Rooms
        1. Non-Bath Days
           1. Wash sinks and toilets, Dust and mop, check paper towels and toilet paper and empty garbage
        2. Bath Days
           1. Wash mattress, railings, frame, nightstand (pull out drawers) walls, closet top to bottom (pull out drawers), light fixtures, wastebasket, sweep and mop the floor, wash the toilet inside and out, fixtures, medicine cabinet, walls, wash windows and blinds.
     3. Tub Room
        1. Wash tub, sink and toilet, wet mop and take out garbage
     4. Shower Room
        1. Spray, rinse, wash sink, toilet, mop floor and take out garbage.
     5. Patient Toilet
        1. Wash sink, toilet, mop and take out garbage.
     6. Utility Room & Linen Room
        1. Wash floor
     7. Soiled linen
        1. Flush and wash hopper, sink, mop floor pull out brutes, wash walls behind brutes.
  3. WEST DUTIES
     1. Get supplies, mop, dust mop & rags, fill mop bucket, sweep back hallway by kitchen, mop and vacuum rugs.
     2. Nurses station/med room
        1. Wash counter, phones, sweep, mop and take out garbage. In the medication room wash sink, check paper towels, sweep and mop floor, spot wash walls, pull out refrigerator once a week and take out garbage.
     3. Nursing Home Medical Records
        1. Wash desk and phones if possible, vacuum and take out trash.
     4. Rooms
        1. Non-Bath Days
           1. Wash sinks and toilets, Dust and mop, check paper towels and toilet paper and empty garbage.
        2. Bath Days
           1. Wash mattress, railings, frame, nightstand (pull out drawers) walls, closet top to bottom (pull out drawers), light fixtures, wastebasket, sweep and mop the floor, wash the toilet inside and out, fixtures, medicine cabinet, walls, wash windows and blinds.
     5. Social Services, Activities, Nursing Home Director of Nursing and Dietary offices
        1. Vacuum when needed, wash desk and phones is possible and take out garbage.
     6. Tub room
        1. Dust, mop, wash tub and take out garbage.
     7. Toilet Rooms
        1. Wash sinks, toilets, check paper towels, toilet paper, soap, sweep, mop and take out garbage.
     8. Linen closets
        1. Wash floor
     9. Soiled linen
        1. Wash sink, flush hopper, mop, wash walls behind brutes.
     10. Carpets
         1. Vacuum carpets by time clock, time clock door, and west entrance.
  4. HOSPITAL
     1. Lab
        1. Wipe off machines, counters, empty red containers Sharps, empty garbage and mop
     2. ER/Bathroom
        1. Wipe off machines and counters, clean bathroom, mop and take our garbage.
     3. Procedure Room
        1. Wipe off machines and counters, mop and take our garbage.
     4. X-Ray
        1. Waiting Room, Bathroom, Developing Room
           1. Wipe off machines, clean bathroom, vacuum as needed mop and take out garbage. In X-Ray developing room sign initials on ppr.
     5. ER doors
        1. Clean door handles, mop, and vacuum as needed.
           1. Change mop water bucket.
     6. Ambulance Garage
        1. Eye wash station run for three minutes every Monday.
     7. Clean utility Room
        1. Wipe off counters and mop
     8. CSR
        1. Wipe off counters and mop
     9. Men’s Locker Room
        1. Mop, clean bathroom and take out garbage
     10. Women’s Locker Room
         1. Mop, clean bathroom and take out garbage
     11. Med Room
         1. Clean sink, mop and take out garbage
     12. Nurses report room
         1. Wipe off table, clean sink, and vacuum and take out garbage.
     13. Nurses station
         1. Wipe counter and phones, vacuum and take out garbage.
     14. Mini kitchen
         1. Wash sink and counters, mop and take out garbage and recyclables.
     15. Tub room
         1. Only clean if used that day
            1. Wash tub, spray shower curtain, wipe off counters, mop take our garbage and linens. Run eye wash station for 3 minutes every Monday.
     16. Patient rooms
         1. Do rooms with patients first. Clean bathroom, wipe of tables, counters, radiator, window sill, mop and take out garbage and check sharps. If no patient is in the room dust every day except Saturday.
     17. Soiled utility room
         1. Clean sink area, hopper, mop and take out garbage.
     18. Administration offices
         1. Take out garbage and clean as needed.
     19. OR
         1. Clean every day. If not used use 3 mops and 2 rags. If used use 5 mops and 3 rags. Run eye wash station for 3 minutes every Monday.
     20. Pharmacy
         1. Clean as needed.
  5. IF TIME ALLOWS
     1. Wash railings in the hall once a week, clean vents in the hallway and rooms once a month, make sure closets have extra paper towels and toilet paper, sweep with dust mop the ceilings in resident’s rooms. Wash wall, mopboards, metal window, behind refrigerator, behind ice machine in Mini Kitchen, wash bed side lamps, wash garbage cans and wash the railings around the toilets, hand-bars and towel bars in the resident bathroom.

**PHYSICAL AND MENTAL DEMANDS**

For physical and mental demands of the position and environment, see following description.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Physical and Mental Demands (The ADA requires employers to make reasonable accommodations for a person with a Disability. This information is needed to assist AAHS in meeting these obligations).** | | | | | | | |
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| **PHYSICAL DEMANDS** (FREQUENCY BASED ON AN 8 HOUR SHIFT) | | | **NOT APPLICABLE** | **OCCASIONALLY**  **1-2.5 HR** | **FREQUENTLY**  **>2.5-6 HR** | | **CONTINUOUSLY**  **>6-8 HR** |
|
| STANDING | | |  |  | X | |  |
| WALKING | | |  |  | X | |  |
| SITTING | | |  | X |  | |  |
| REACHING ABOVE SHOULDERS | | |  |  | X | |  |
| REACHING AT WAIST LEVEL | | |  |  | X | |  |
| REACHING BELOW KNEE | | |  | X |  | |  |
| CLIMBING | | |  | X |  | |  |
| LIFTING ABOVE SHOULDER <10 LBS | | |  |  | X | |  |
| LIFTING ABOVE SHOULDER > 10 LBS | | |  |  | X | |  |
| LIFTING FROM FLOOR TO WAIST <10 LBS | | |  |  | X | |  |
| LIFTING FROM FLOOR TO WAIST 10-30 LBS | | |  |  | X | |  |
| LIFTING FROM FLOOR TO WAIST >30 LBS | | | X |  |  | |  |
| CARRY WAIST LEVEL <10 LBS | | |  |  | X | |  |
| CARRY WAIST LEVEL 10 - 30 LBS | | |  | X |  | |  |
| CARRY WAIST LEVEL TO 31 - 50 LBS | | | X |  |  | |  |
| CARRY WAIST LEVEL > 50 LBS | | | X |  |  | |  |
| PUSHING/PULLING < 20 LBS | | |  |  | X | |  |
| PUSHING/PULLING 21 - 75 LBS | | | X |  |  | |  |
| PUSHING/PULLING 76 - 150 LBS | | | X |  |  | |  |
| PUSHING/PULLING >150 LBS | | | X |  |  | |  |
| WRITING | | |  | X |  | |  |
| HEARING | | |  | X |  | |  |
| SQUAT/KNEELING | | |  | X |  | |  |
| REPETITIVE ACTIONS | | |  |  | X | |  |
| KEYBOARDING | | | X |  |  | |  |
| DRIVING | | | X |  |  | |  |
| SPEAKING | | |  |  | X | |  |
| SEEING/VISUAL | | |  |  | X | |  |
| **PHYSICAL ENVIRONMENT** | | | | | | | |
|  | NOISE | x | FUMES/GASES | | X | CHEMICALS | |
|  | HEAT/COLD | x | HUMAN TISSUE/FLUIDS | | X | BIOHAZARD MATERIALS | |
|  | INFECTIOUS DISEASE |  | ANIMAL TISSUE/FLUIDS | |  | DIRT | |
| x | MOVING MACHINERY |  | RADIATION | |  | LASERS | |
|  | VIBRATION |  | WET/HUMID ENVIRONMENT | | x | WORK INSIDE | |
|  | WORK OUTSIDE |  | TELEPHONE USAGE | |  |  | |
| **MENTAL DEMANDS** | | | | | | | |
| X | FREQUENT PEOPLE CONTACT | X | FREQUENT INTERRUPTIONS | | X | MULT. CONCURRENT TASKS | |
|  | IRREGULAR WORK SCHEDULE | X | DECISION MAKING SKILLS | | X | FREQUENT DEADLINES | |
|  | SUPERVISORY SKILLS |  | CONCENTRATION REQUIREMENT | | X | ORGANIZATIONAL SKILLS | |
| x | DETAILED WORK | x | ABILITY TO WORK INDEPENDENTLY | | X | ABILITY TO WORK W/ OTHERS | |
| **SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENTS OR DEMANDS:** | | | | | | | |
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**Disclaimer**

The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this job. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the supervisor’s right to modify assignments as necessary. This document does not create a contract for employment.

**Receipt and Acknowledgement**

I acknowledge and understand that:

* Receipt of this job description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment is at-will.
* The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation, I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
* Job duties, tasks, work hours and work requirements may be changed at any time.
* I have read and understand this job description.

I do/do not (please circle one) need accommodations under the Americans with Disabilities Act.

Employee’s Name (Printed):

Employee Signature:

Effective Date: