

Miami Cerebral Palsy Residential Services, Inc.
Intermediate Care Facility for the Developmentally Disabled
A Private, Not for Profit Agency Established in 1984
2200 107th Avenue • Miami, Florida 33172 • (305) 599-0899 • Fax: (305) 599-2721
mcprs.org

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Executive Director

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JOB DESCRIPTION

POSITION: Housekeeper

REPORTS TO: Director of Physical Plant Operations &
Facility Administrator/QIDP

POSITIONS SUPERVISED: None

JOB SUMMARY:

Provides a high standard of cleanliness in all areas to ensure a healthy and attractive environment for residents, staff, and visitors.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age.
- Demonstrated integrity and honesty.
- Demonstrated empathy, communication skills
- Required to pass a criminal/background check.
- Must be able to provide verifiable employer references.
- Must be able to meet mandated training requirements.
- Must be free of communicable diseases.

ESSENTIAL JOB FUNCTIONS:

The following list contains the physical requirements for many but not all of the tasks Housekeeper would be expected to perform at Miami Cerebral Palsy. The Human Resources Department may work with Housekeeper who meets all other requirements for hire to determine any reasonable accommodations to meet these essential functions:

- Ability to stand, walk, use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Ability to lift, reach, bend, squat, kneel, twist, push, climb and pull.
- Full vision or correctable adequate vision.
- Functional dexterity needed in all aspects of body movements.
- Dusting, working with ladders and step stools.

- Must be able to maneuver around the facility as needed to collect and distribute all necessary materials.
- Must be able to stand and walk for long duration of time.
- Must be able to work at fast pace with accuracy.
- Physical ability to perform essential job function of the position.
- Must be able to be detailed oriented, organized with ability to multi task.
- Ability to work in stressful situations in a professional manner.

Reasonable accommodations may be made to perform the essential functions.

JOB DUTIES AND RESPONSIBILITIES: The following list of duties is not intended to be restrictive or all inclusive. The fact that certain duties may not be listed does not limit the performance of additional duties.

- Ability to perform the essential job functions (to include but not limited to; Cleans/sanitizes in assigned areas following established schedules and procedures, striving for a high quality standard and attention to detail in all tasks.
- Maintains satisfactory standards in the safe and responsible use of chemicals and equipment and in adhering to infection control and exposure control standards.
- Adheres to all safety practices.
- Takes initiative to correct problems, seeking to improve the appearance of an area, or be more effective in individual daily performance.
- Moves furniture items, as needed, to facilitate cleaning.
- Occasionally climbs ladders to complete cleaning assignments.
- Stocks shelves occasionally when supply orders arrive.
- Sweep/mop floors daily.
- Clean all mirrors, sinks, toilets, bathrooms, kitchen (except commercial kitchen), training room, classrooms, offices, conference room and janitorial areas daily.
- Empty trash bins and replace with trash can liners daily.
- Ensure all environmental service closets are stocked with ample supply of all housekeeping supplies.
- Keeps the resident environment clean at all times using standard procedures in cleaning and maintenance (including vacuum, wiping, mopping, polishing, etc.) rooms, offices and common areas.
- Ensure that residents rooms are safe, comfortable and are maintained in an attractive manner and resident's personal items are safeguarded.
- Clean up spills, soiled areas, and other conditions as observed or directed.
- Ensures cleaning schedules are followed.
- Ensure that equipment and supply carts and adequate supplies are properly maintained.
- Knowledge of equipment operation.
- Sweep, vacuum, & scrub floors.
- Move and replace furniture; assist others in heavy lifting.
- Ensure that the lighting is in proper working order.
- Clean storage and exterior areas as directed
- Coordinate daily housekeeping services with other dept. and managers as needed
- Ensure work areas are safe
- Procedures regarding cleaners or hazardous materials or objects are strictly adhered to.

- Equipment and supplies are properly stored.
- Ensure Universal Precautions procedures are followed.
- Ensure Infection Control procedures are followed
- Ensure Isolation procedures are followed.
- Ensure Fire, Safety & Sanitation procedures are followed.
- Promptly report any hazardous conditions and equipment to the supervisor.
- Report all accidents and incidents.
- Ability to work independently with minimal supervision.
- Understands, observes and promotes the organizational compliance policy.
- Other duties that may be assigned.

WORKING CONDITIONS:

- All job duties will be performed at the Intermediate Care Facilities and the Life Long Learning Program.

This position may be required and exposed to the following:

- The employee may be exposed to wet and/or humid conditions, vibration and moving mechanical parts (i.e. vacuum cleaner).
- The employee is occasionally exposed to fumes (i.e. automatic air fresheners, aerosol cans, toxic or caustic chemicals, or airborne particles outside weather conditions, extreme heat, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.
- Exposed to dust, dirt, grease
- Perform duties indoor in climate controlled environment and outdoors.
- Noise level can be loud given developmental disabilities population served and equipment used.
- To work during declared emergencies.
- May be exposed at times to behavioral issues (i.e. some screaming, biting, grabbing, hitting, spitting and use of profanity) relevant to people with developmental disabilities served.

EQUIPMENT USED:

- Large capacity trash cans.
- Housekeeping cart.
- Various cleaning chemicals.
- Hand towels.
- Dirty and clean linen.
- Vacuum cleaner.
- Mop.
- Broom.

RESIDENTS' RIGHTS FUNCTIONS:

- Maintain the confidentiality of all resident care information including protected health information.
- Know Resident Rights
- Help residents exercise and/or protect their rights
- Report residents/family complaints/concerns to Administrator and or Director