

**NIMIIPUU HEALTH
NEZ PERCE TRIBAL HEALTH
Position Description**

Job Title: Lead Housekeeper
Division/Program: Administration/Facilities
Reports To: Facilities Manager
Location: Lapwai, Idaho
Classification: Regular/Full-Time/Non-Exempt
Salary Range: DOE

INTRODUCTION

The Lead Housekeeper is responsible for the supervision of housekeeping personnel, coordination of supplies, and assisting the Facilities Manager in daily operation.

DUTIES AND RESPONSIBILITIES

1. Assist and lead housekeeping staff in a proportional capacity of work for the completion of daily housekeeping duties/assignments to include the following:
 - a. Clean and/or disinfect a variety of surfaces according to health facility and manufacturers policies, including but not limited to carpet, tile, vinyl, stainless steel, porcelain, using prescribed techniques for each surface; clean and/or disinfect a variety of areas, including but not limited to exam rooms, sinks, tables, waiting chairs, rest rooms, and medical stands; wash walls windows, doors, door knobs, dust furniture, vacuum, shampoo carpets, wax floors, and empty trash receptacles and all recycle bins.
 - b. Dispose of waste material according to proper procedure and protocol; ensure all infectious waste is disposed of appropriately; and supervise laundry services to meet the needs of the facility
 - c. Provide a quick response in emergency repair and/or cleaning situations.
2. Develop and implement the cleaning assignment schedule for the housekeeping staff and scheduled routines; ensure housekeeping staff properly disposes of all waste material per facility policy and procedures; and develop, generate and distribute documents and report submittals required of this position while ensuring all work assignments will be processed by priority, all in an orderly, safe manner.
3. Assist in the development of work standards, methods and procedures within the organization for efficient and effective housekeeping; provide input for inclusion within the maintenance budget of housekeeping improvements with supporting analysis showing alleged efficiency and cost reductions.
4. Provide guidance and training to housekeeping staff for effective housekeeping; inspect, coordinate and outline responsibilities of staff assigned areas and the duties associated with staff assignments.
5. Supervise routine housekeeping work tasks and maintain adequate daily staffing; coordinate recruitment efforts with Human Resources to ensure adequate staffing needed to accomplish daily routine requirements; and ensure the availability of supplies and equipment for all routine daily housekeeping work and scheduled work planned.

6. Maintain a daily log of housekeeping work and activities; issue work order requests for maintenance work needed for building repair and/or housekeeping needs; oversee the work performance of the housekeeping staff, enforcing work rules and attendance; provide periodic reports to the Facilities Manager of any pending issues of disciplinary actions and administering corrective action per NMPH Human Resources Manual.
7. Review costs of housekeeping supplies; contact and coordinate appropriate vendors or contractors to obtain estimate for services and/or supplies under the direction of the facilities manager; maintain inventory and check in/check out list of tools and housekeeping equipment; ensure the repair and preventative maintenance of housekeeping equipment and maintain small inventory of frequently used parts and supplies; refer complex repairs of floor care equipment to Facilities Manager for review and recommendation.
8. Drive automobile/light truck, load and unload supplies and equipment as needed.
9. Available for scheduled on-call responsibilities, participation in rotational emergency call in schedule and have personal transportation to effectively respond to clinic emergencies when on call.
10. Active participant in all facility's safety and emergency response teams and committees as directed. Adheres to and promotes compliance with applicable laws, safety codes, employee handbook, Vehicle Use Maintenance Manual, Finance Manual and department policies and procedures.
11. Must have a positive work history; responsible for maintaining a consistent and regular attendance record.
12. Other related duties as assigned.

EDUCATION AND EXPERIENCE

Requires a high school diploma or equivalent with basic computer skills to create and maintain data files organized within an operating system and the ability to schedule and write reports. Two (2) years of experience performing housekeeping or custodial duties with one (1) year of verifiable experience as a housekeeping/custodial supervisor preferred. Must have experience and knowledge of proper disinfecting procedures and housekeeping cleaning equipment operation. Must possess the ability to work independently with limited supervision, have excellent communications skills, both oral and written, effectively conduct meetings, and be computer literate. Requires the ability to pass an extensive background check and pre-employment drug screening. Requires a valid driver's license with the ability to be insured under the Tribe's policy. Tribal Preference applies


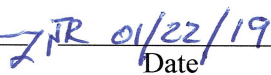
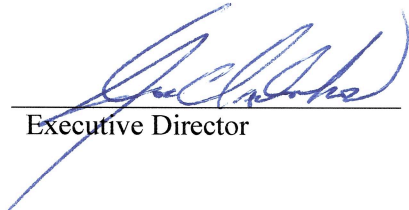
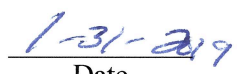

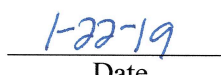
WORKING CONDITIONS

The work is performed in a clinical setting. Requires standing, walking, sitting, bending and stooping for extended periods of time and traveling to field health clinics. May be required to lift up to 50 pounds. Will require protective gloves or other appropriate personal protective equipment for safety precautions. Common exposure to contagious and infectious diseases and body fluids. The potential exists of exposure to unpredictable behavior from patients, families and visitors. Some scheduled weekend and holiday work will be required. Nimiipuu Health is a smoke-free and drug free work place.

EMPLOYEE HEALTH

Will be required to maintain compliance with all Nimiipuu Employee Health requirements as identified in the Infection Control Policies. Must maintain current CPR/BLS certification.

Approved By:

 _____ Facilities Manager	 _____ Date	 _____ Executive Director	 _____ Date
 _____ Human Resource Manager	 _____ Date		

Received By:

_____ Employee	_____ Date
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