



S K Y L I N E
H O S P I T A L

JOB DESCRIPTION

Position Title: Housekeeping/Linen Aide
Department: Housekeeping
Reports To: Housekeeping Department Manager
Date Revised: 04.21.2015
Date Reviewed: 04.21.2015

DESCRIPTION OF POSITION

Keeps assigned areas clean, sanitary and aseptic by scouring, scrubbing, mopping, polishing, using germicides, vacuuming, and wet dusting. Washes inside and outside of windows. Keeps work station and equipment neat and clean.

The above statement is intended to describe the nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

EDUCATION BACKGROUND AND EXPERIENCE

- Experience in institutional housekeeping preferred

REQUIRED KNOWLEDGE AND SKILLS

Supports hospital mission and strategic vision; manages hospital resources appropriately; complies with hospital policies and programs; maintains skill levels, licenses, and certifications; complies with all state and federal compliance and HIPAA requirements; keeps lines of communication open between self and other hospital personnel; competent with computer programs, excellent customer service.

ESSENTIAL JOB FUNCTIONS

1. Washes bed frames, mattresses and remakes beds after patients are discharged.
2. Keeps utility and storage rooms in neat and orderly condition.
3. Distributes laundered articles and linens.
4. Replaces soiled drapes and cubicle curtains.

5. Performs washing, drying, and folding of linens.
6. Replaces soiled drapes and cubicle curtains.
7. Strips, scrubs, buffs, and waxes floors.
8. May disinfect and sterilize equipment and supplies using germicides.

PHYSICAL REQUIREMENTS

Position Title: Housekeeping/Linen Aide

	Never (0%)	Seldom (1%-10%)	Occasionally (11%-33%)	Frequently (34%-66%)	Continuously (67%-100%)
Sitting		X			
Standing			X		X
Walking					X
Bending/ Stooping				X	
Crawling		X			
Twisting					X
Squatting/ Kneeling				X	
Climbing (Stairs/Ladders)			X		
Lifting Up to 75 lbs.			X		
Carrying Up to 75 lbs.			X		