

POSITION DESCRIPTION

Title: **HOUSEKEEPING AND LAUNDRY TEAM LEADERS**

Departments: **HOUSEKEEPING AND LAUNDRY**

Delegation of Authority: The Housekeeping and Laundry Team Leaders are delegated the responsibility and accountability necessary for carrying out the assigned duties of the position within the assigned department.

POSITION SUMMARY: The primary purpose of this position is to plan, organize, and direct the day to day operations of the Housekeeping and Laundry Departments in accordance with current federal, state and local standards, guidelines, and regulations. The Team Leaders assure that the facility is maintained in a clean, safe, sanitary and comfortable manner and that an adequate supply of laundry/linen is available at all times to meet the needs of the residents.

EXTENT OF THE POSITION DESCRIPTION: Every effort has been made to keep the position description as complete as possible. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

ESSENTIAL FUNCTIONS:

1. Plan, organize, and direct the Housekeeping or Laundry Department programs and activities to ensure that the organization is maintained in a clean, safe, sanitary and comfortable manner.
2. Coordinate Housekeeping or Laundry services with other facility departments and agencies.
3. Assist in developing and maintaining written housekeeping or laundry policies and procedures.
4. Ensure that department personnel follow department policies and procedures and utilize equipment and supplies effectively. Evaluate effectiveness of supplies and equipment used.
5. Make recommendations to the Administrator as necessary concerning the operation of the Housekeeping and Laundry Departments.

6. Assist the efforts of the Safety Committee in identifying and evaluating routine and job related functions to ensure that all OSHA standards, including infection control, Universal Precautions, and other quality issues are addressed as they arise.
7. Participate in organizational committee functions as assigned/interested.
8. Must be able to read, write, speak and understand the English language.
9. Must be knowledgeable of housekeeping/laundry practices and procedures as well as laws, regulations and guidelines governing housekeeping and laundry functions in the long term care facility.
10. Must have the ability to implement the programs, goals, policies and procedures of the Housekeeping and Laundry Departments.
11. Must have the ability to relate information concerning a resident's condition.
12. Must possess the ability to function independently and deal tactfully with personnel, residents, family members, visitors, government agencies/personnel and with the general public.

Resident Rights:

1. Maintain confidentiality of all resident information.
2. Assure that the each resident's personal and property rights are followed at all times.
3. May meet with residents/ responsible parties who have concerns related to housekeeping/laundry issues as needed.

Working Conditions:

1. Works in office areas as well as throughout the housekeeping and laundry service areas.
2. Sits, stands, bends, lifts and moves intermittently during working hours.
3. May be subject to frequent interruptions.
4. May be subject to hostile and emotionally upset residents, family members, etc.
5. Communicates with housekeeping and laundry personnel and other department and agency staff.
6. May be exposed to infectious waste, diseases, conditions, including exposure to the Hepatitis B virus.
7. Is subject to falls, burns from equipment, odors, etc. throughout the workday as well as from dust, disinfectants, etc.

Education:

- 1. Must possess a minimum, high school diploma.

Physical and Sensory Requirements:

- 1. Must be able to move intermittently throughout the workday.
- 2. Must be able to cope with the mental and emotional stresses of the position.
- 3. Must possess the sight/hearing senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- 4. Must be able to lift equipment, supplies, etc. in excess of 50 pounds.
- 5. Must be able to push, pull, and move furniture, equipment, supplies, etc. up to one-hundred fifty (150) pounds by oneself or with assistance.
- 6. Must possess the physical strength and endurance to be able to assist in the evacuation of residents.

ACKNOWLEDGEMENT

I have read this position description and fully understand the requirements set forth therein. I hereby accept the position of **Housekeeping and Laundry Team Leader** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that I may be exposed to bloodborne diseases such as the Hepatitis B virus. I understand that the facility will make the Hepatitis B vaccination available to me.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at will by the facility or myself and that such termination can be made with or without notice.

(Date)

Housekeeping/Laundry Team Leader

(Date)

Executive Director