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SUBJECT: MT. GRANT GENERAL HOSPITAL JOB DESCRIPTION  
DEPARTMENT: HOMEMAKING SERVICES  
TITLE: **HOMEMAKER**  
REVISION DATE: **08/23/2011**

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**DEFINITION:**

The homemaker performs client care tasks within the objectives, standards, and policies of the department and within the parameters of his or her training. Cooperates with the members of the Homemaking Services Department. Reports to the Homemaking/PCA Director.

**EXAMPLES OF DUTIES:**

The duties listed below are examples of work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are **least** likely to be essential functions of this position.

1. Homemaking activities to include but not limited to:
  - a. Sweep, mop, and vacuum floors
  - b. dust
  - c. clean counter tops/appliance tops
  - d. empty trash
  - e. make bed/change linen as needed
  - f. run errands as requested by client including but not limited to shopping, pick up prescriptions and/or mail
  - g. clean bathroom
  - h. prepare snacks/light meals
  - i. laundry as needed
  - j. clean kitchen
  - k. standby safety assist when client is in the shower
  - l. heavy duty clean up to be determined by Director
2. Homemakers do **not** do yard work, wash windows, move furniture, handle banking/business matters, transport clients or enter a client's home when the client is not home.
3. Responsible for executing work under the direction of the Homemaker Office Manager and in accordance with the homemaker service plan.
4. Abide by the cleaning procedures and appropriate use of client's cleaning supplies equipment.
5. Handles appliances, equipment and cleaning chemicals in a safe manner.
6. Responsible for performing routine repetitive daily tasks, despite frequent interruptions.
7. Follow all hospital policies.
8. Attend all MGGH mandatory training and inservices and complete all CEU's.
9. Comply with specifications and limitations of IIIB Homemaking Grant Awards.
10. Other related duties as assigned.

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## **QUALIFICATIONS FOR EMPLOYMENT:**

### **Knowledge and Ability:**

#### *Knowledge of*

- Housekeeping procedures;
- how to operate and clean equipment such as vacuum cleaners, sweepers and mops.

#### *Ability to*

- read and write the English Language, write accurately and ability to document appropriate information and follow written and oral instruction;
- recognize hazardous areas and take proper precautions;
- understand the hazardous communication program be familiar with all Material Safety Data Sheets (MSDS) and abide by the procedures;
- understand the Infection Control Policies and Procedures and Safety Policies and procedures;
- comply with department, hospital and safety policies and procedures;
- comply with Resident Bill of Rights and Employee responsibilities;
- work overtime, adjust to changes in days off and shifts on occasion if necessary;
- be flexible and able to work in an environment that has frequent and multiple interruptions;
- provide genuine caring for and interest in elderly and disabled clients.

### **Experience and Training:**

Any combination in training, education, and experience that would provide the knowledge and abilities. A typical way to gain the required knowledge and ability is:

High School Diploma or its equivalency

Maintain current certification in CPR and participate in annual mandatory training.

Must have a registered motor vehicle, ability to drive with a current Nevada State driver's license with insurance as required by the laws of Nevada.

Experience in Housekeeping duties, laundry and elder care.

### **PHYSICAL REQUIREMENTS:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to stand, walk, and climb stairs and ladders; stamina and flexibility to stoop, squat, bend, kneel, crouch, and crawl; strength, dexterity, and stamina to use hands and arms to reach, finger, handle, feel,

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grasp, open containers, floor cleaning, polishing, and other equipment; ability to periodically work in confined spaces; frequent moving or lifting of objects weighing up to 30 pounds.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions:

Most of the work is performed indoors, but some outside work is required. Incumbents are exposed to moderately disagreeable working conditions, to include dust, dirt, odors, fumes, and heat and cold due to outside weather conditions, and to unsanitary conditions such as those found in restrooms. Frequent interruptions to planned work activities occur. Changes in days off and shifts are possible and incumbent will be required to be available on short notice. Exposure to infectious diseases and bodily fluids is common. Position is required to drive/travel by car.

**FLSA Status:** Non-Exempt

**LIMITATIONS/DISCLAIMER:**

1. The above job description is meant to describe the general nature and level of work being performed; it is not intended to be an exhaustive list of all responsibilities, duties and skills required for the position.
2. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties requested by their supervisor in compliance with federal and state laws.
4. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the requirements and qualifications of the position of homemaker and to the best of my knowledge believe I can perform these duties as described with or without accommodation.

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Signature

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Date