

## Job Posting: Notice of Vacancy

La Salle County Nursing Home  
is hiring the following job classification.

Classification: Housekeeper

Location: La Salle County

Department: La Salle County Nursing Home  
1380 N 27Th Road Ottawa IL 61350

Work Week: Fulltime / Day Shift  
Hours of Work: 6:30AM to 3:00PM or  
6:45AM to 3:15PM

See Job Description for Duties, Minimum Qualifications  
and Physical Demands Interested persons should apply in  
person; applications are also available at the Business  
Office.

La Salle County Nursing Home  
Attn: Jan Sheese, Environmental Services Director  
1380 N 27th Road Ottawa IL 61350  
P: 815.433.0476 F: 815.434.7141  
email:jsheese@lasallemounty.org

# LaSalle County

## Job Description



**Job title:** Housekeeper

**Work Location:** LaSalle County Nursing Home

**Division/Department:** Environmental Services

**Reports to:** Environmental Services Director

**Employment Classifications:**

- Full-time  Part-time  
 Exempt  Nonexempt  
 Salaried  Hourly  
 Bargaining Unit

**Salary Grade:** \_\_\_\_\_

**Current Employee holding position is:**

\_\_\_\_\_

**Essential Duties and Responsibilities:**

**The primary responsibility of the HOUSEKEEPER is to perform the daily housekeeping tasks required by federal, state, and local guidelines to provide a clean, safe, and comfortable home-like environment.**

- Perform cleaning tasks to establish infection control and assure universal precautions are followed.
- Coordinate cleaning tasks with nursing services in resident/common areas.
- Perform other duties as assigned by supervisor.
- Maintain compliance with all facility policies and procedures, especially fire safety.
- Help in evacuation of residents if needed.
- Keep all work areas free of hazards.
- Dispose of refuse daily.
- Will be cross trained in all areas of Environmental Services.
- May be required to work weekends, holidays, and other shifts.
- Performs all job tasks within the rules and guidelines of the County's Safety Policy and Procedure Manual.

**Education and/or Work Experience Requirements:**

- High School Diploma or GED required.
- Housekeeping experience preferred.
- On-the-job training is provided.
- Excellent verbal communication skills, including ability to effectively communicate with residents, staff, families, and visitors.
- Ability to follow written/oral instructions concerning the mixture of cleaning compounds and liquids.
- Must be able to work independently.
- Team player with willingness to support departmental success.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Requires standing/walking (8 hrs). This position experiences frequent bending, lifting, pushing, pulling, twisting, squatting, climbing, and reaching movements. Defined Medium Work - Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Visual acuity needed to determine the accuracy, neatness and thoroughness of the work assigned or to make general observations.

**WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Most activities are performed indoors in a home-like setting. While performing the duties of this position, the employee is subject to normal consistent temperatures. The noise level in the work environment is moderate. The worker may be subjected to atmospheric conditions that may affect the respiratory system: fumes, odors, and dust. The worker may be exposed to common household chemicals.

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

**Supervisor signature:**

**Date:**