

Nursing Home Housekeeper Job Description

- Organizes and maintains the nursing home or assisted living facility in a clean, orderly, and comfortable environment
- Prepares medications and meals for the patients according to their diet
- Assists the physician in providing care and treatment to the patients and ensures that they are properly cared for
- Assists other staff members in providing care as needed during off-duty hours
- Keeps records of all incoming/outgoing mail in a timely manner
- Maintains records of all medical charts, prescriptions, physicians orders on hand at all times
- Maintains current records on nursing home residents and staff with copy of medical charts, prescriptions, physicians orders etc. on hand at all times
- Assists staff in providing care as needed during off-duty hours
- Conducts meetings to review services and patient care
- Provides information needed by family members or other individuals familiar with residents' needs and desires
- Recommends changes to improve, upgrade, or update living arrangements
- Supervises housekeeping staff, helps with the planning of housekeeping procedures and activities
- Prepares reports on the nursing home's program activities and progress in accordance with regulations
- Performs medical-related clerical duties as requested by physicians or other qualified health care professionals (nurses, physical therapists)
- Monitors attendance for all shifts and maintains accurate records of work hours for payroll purposes in accordance with company policies/procedures.