

# DACUM Competency Profile for Housekeeper

## Produced For

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#### **San Diego/Desert Region**

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# DACUM Competency Profile for Housekeeper

Housekeeper is a member of the health care team who maintains the hospital by cleaning, disinfecting and performing routine procedures that provide a safe and aesthetically pleasing environment for the patients, family, guests and employees.

Duties		Tasks			
<b>A</b>	Maintain Supplies & Equipment	A-1 Inventory/restock housekeeping cart	A-2 Provide preventative maintenance to equipment	A-3 Request replenishment of supplies	A-4 Prepare ready to use solutions
		A-5 Clean housekeeping cart	A-6 Launder soiled wet mops	A-7 Deliver supplies	
<b>B</b>	Routine Cleaning of Hospital	B-1 High dusting of room environment	B-2 Spot clean and sanitize walls, window sills and furniture	B-3 Empty trash	B-4 Clean and sanitize bathroom
		B-5 Replenish restroom supplies	B-6 Dust mop/vacuum floor	B-7 Wet mop floor	B-8 Organize room furniture
		B-9 Inspect area			
<b>C</b>	Process Linen	C-1 Check accuracy on amount of incoming clean linen	C-2 Check inventory of each departments linen supply	C-3 Make special linen orders as needed	C-4 Distribute linen to departments
		C-5 Pick up soiled linen			
<b>D</b>	Waste Disposal	D-1 Collect trash to housekeeping cart	D-2 Place full trash bags from cart in soiled utility room	D-3 Sort infectious waste bags	D-4 Take regular waste to compactor
		D-5 Take infectious waste to refrigerator	D-6 Take pathology waste to incinerator to burn		
<b>E</b>	Prepare Pt. Room for New Admit	E-1 Practice universal precautions	E-2 Prepare room for discharge cleaning	E-3 Repeat steps for routine cleaning	E-4 Sanitize walls, flat surface and furniture
		E-5 Dress the bed	E-6 Sanitize venetian blinds if isolation	E-7 Sanitize/scrub ceiling and walls of isolation room	E-8 Sanitize equipment of isolation room
		E-9 Notify unit secretary of clean room			

**F**

Refinish Hard Surface Floor

F-1 Remove furniture and clear area	F-2 Remove debris from floor	F-3 Strip floor	F-4 Lay wax on floor
F-5 Polish floor	F-6 Maintain floors		

**G**

Carpet Care Maintenance

G-1 Prepare area	G-2 Treat stains	G-3 Deep shampoo carpet	G-4 Bonnet buff carpet
G-5 Vacuum carpet	G-6 Seep carpet		

**H**

Perform Special Projects

H-1 Clean light fixtures	H-2 Wash outside windows	H-3 Scrub patios and entrances	H-4 Replace cubicle curtains
H-5 Shampoo upholstery	H-6 Steam clean wheelchairs and gurneys	H-7 Wash venetian blinds	H-8 Steam clean kitchen trash cans
H-9 Wash walls, door thresholds and frames	H-10 Clean interior of vents		

**I**

Professional Responsibilities

I-1 Report unsafe conditions	I-2 Attend department staff meetings	I-3 Attend inservice education	I-4 Orientation of new housekeeping staff
I-5 Supervise community service workers			

**Future Issues**

- Environmental concerns
- Health Care Reform
- Higher skills
- Higher technology of equipment
- Improved chemicals
- Increased risk of infection diseases

**General Knowledge and Skills**

- Basic English
- Basic household measurements
- Communication skills
- Lift weight, maximum 50 lbs.
- Listening skills
- Literacy
- Organizational skills
- Patient's rights
- Problem solving
- Safety skills
- Verbal skills
- Writing skills

**Tools, Equipment, Supplies and Materials**

- Automatic scrubber
- Bio hazard bags
- Bleach
- Brushes
- Bucket
- Bucket wringer
- Buffer pads
- Burnisher (high speed)
- Burnishing disk
- Carpet shampoo
- Cleaning Cloths
- Deodorizer
- Dry mop
- Dust mop
- Dust pan
- Extractor
- Face mask
- Floor cleaning solution
- Floor stripper solution
- Germicidal
- Gloves (disposable)
- Goggles or shields
- Hand lotion
- Hand soap
- Housekeeping cart
- Labels
- Long handle duster
- Non-slip shoes
- Oil treatment for dust mops
- Paper towels
- Patient Admit Kits
- Plastic bags
- Protective gowns
- Push brooms
- Red isolation bags
- Roto (low speed)
- Scraper

- Shampoo pads
- Shampooer
- Signage (Wet sign)
- Small bedside Trash bags
- So;uble bags
- Spray bottles
- Squeegee
- Stain remover
- Stainless steel cleaner
- Stripper pads
- Tape remover
- Tile cleaning solution
- Toilet bowl cleaner
- Toilet tissue
- Utility pads
- Vacuum cleaner
- Wall cleaner
- Waterproof apron
- Wax
- Wet mop
- Window cleaning solution
- Yellow bags for contaminated linen

**Worker Traits/Behaviors**

- Ability to deal with stress
- Ability to make decisions
- Common sense
- Compassionate
- Confidentiality
- Efficient
- Flexible
- Follow directions
- Good person hygiene
- Honesty
- Initiative
- Responsible
- Self confident
- Self Control
- Self directed
- Sense of humor
- Stamina
- Team work
- Willing to learn

