

COLUMBIA HEALTH CARE CENTER
Wyocena, Wisconsin

JOB DESCRIPTION

POSITION TITLE: Environmental Services Assistant

SUPERVISOR: Environmental Services Manager

POSITION OBJECTIVES

The primary purpose of this job position is to perform the day-to-day activities of the Housekeeping/Laundry Departments in accordance with current federal, state, and local standards, guidelines and regulations governing our facility, and as may be directed by the Environmental Services Manager and/or Administrator, to assure that our facility is maintained in a clean, safe, and comfortable manner.

All personnel at this facility are expected to maintain safe work habits and demonstrate kindness and respect to all residents and fellow employees.

QUALIFICATIONS AND REQUIREMENTS:

- High School Diploma or equivalent/GED preferred.
- None required. However, prior experience in housekeeping, laundry, environmental services desirable.
- On-the-job training provided.
- Must be a minimum of eighteen (18) years of age.
- Ability to read, write, speak, and understand the English language.
- Ability to make independent decisions, to comprehend and follow oral and written instructions, and to accept constructive criticism.
- Ability to maintain the care and use of supplies, equipment, etc., and maintain the appearance of all department areas, must perform regular inspections of resident rooms/units for sanitation, order, safety, and proper performance of assigned duties.
- Ability to seek out new methods and principles and be willing to incorporate them into existing housekeeping/laundry practices.
- Ability to follow instructions concerning the mixture of cleaning compounds, liquids, cleaning instructions, etc.
- Ability to deal tactfully with personnel, residents, family members, visitors, government agencies/personnel, and the public.
- Willing to work harmoniously with other personnel as well as be willing to handle residents based on whatever maturity level at which they are currently functioning.

DELEGATION OF AUTHORITY

The Environmental Services Assistant is delegated the administrative authority, responsibility, and accountability necessary for carrying out assigned duties.

ADMINISTRATIVE FUNCTIONS:

- Assure that work/cleaning schedules are followed.
- Report all accidents/incidents to your supervisor no matter how minor they may be.

- Coordinate daily housekeeping/laundry services with nursing services and all other departments when performing routine cleaning assignments in resident living and/or recreational areas.

PERSONNEL FUNCTIONS:

- Attend departmental and staff meetings as directed.
- Perform specific tasks in accordance with daily work assignments.
- File complaints/grievances with your supervisor.

STAFF DEVELOPMENT:

- Participate and assist department studies and projects as directed.
- Attend and participate in in-services, on- the-job training programs, etc., as scheduled or as directed.

SAFETY AND SANITATION:

- Assure that assigned work areas are maintained in a clean, safe, comfortable, and attractive manner.
- Assure that established infection control and universal precautions policies and procedures are followed.
- Coordinate routine/terminal isolation procedures with nursing service.
- Report all hazardous conditions or equipment to your supervisor.
- Follow established fire safety and disaster policies and procedures.
- Dispose of refuse daily in accordance with established sanitation procedures.
- Keep work/assignment areas free of hazardous objects, unnecessary equipment, supplies, etc.

EQUIPMENT AND SUPPLY FUNCTIONS:

- Follow established safety policies and procedures when performing tasks and when using equipment and supplies.
- Assure that equipment is cleaned and properly stored at the end of the shift.
- Keep supervisor informed of supply needs.
- Report burned out light bulbs, exit lights, overhead lights, room call lights, etc. to Maintenance Department by completing a Maintenance Work Requisition.
- Report all equipment malfunctions or breakdowns to your supervisor as soon as possible.
- Assist others in lifting heavy equipment, supplies, etc. as directed or requested.
- Assure that an adequate supply of housekeeping, laundry, & linen supplies are maintained to perform daily tasks and to meet the needs of the residents.
- Clean work/supply carts, equipment, etc. as necessary/directed.
- Restock supplies such as hand soap, paper toweling, toilet paper, etc. in resident rooms and public restrooms.
- Operates all housekeeping/laundry equipment using safety precautions.
- Keep work areas free of hazardous conditions, i.e., spills, excess laundry carts, baskets, supplies, equipment, etc.

ENVIRONMENTAL SERVICES:

- Perform day-to-day housekeeping functions as assigned.
- Perform specific tasks in accordance with daily work assignments.
- Clean/polish furnishings, fixtures, ledges, room heating/cooling units, etc., in residents' rooms, recreational areas, etc., daily as instructed.
- Clean, wash, sanitize, and disinfect entire restroom. Assure that watermarks are removed from fixtures.
- Clean windows/mirrors in resident's rooms, recreational areas, bathrooms, and entrance/exit ways.
- Clean floors, to include sweeping, dusting, damp, wet mopping, stripping, waxing, buffing, disinfecting, etc. (NOTE: Assure that appropriate caution/safety signs are properly set up prior to performing such duties.)
- Clean carpets, to include vacuuming, shampooing, deodorizing, and disinfecting.
- Clean walls and ceilings by washing, wiping, dusting, spot cleaning, disinfecting, deodorizing, etc.
- Remove dirt, dust, grease, film, etc. from surfaces using proper cleaning/disinfecting solutions.
- Clean hallways, stairways, and elevators.
- Discard waste/trash into proper containers and reline trash receptacle with plastic liner.
- Clean vacant rooms as assigned.
- Assure that work/assignment areas are clean and that equipment, tools, supplies, etc., are properly stored at all times, as well as before leaving such areas for breaks, mealtimes, and end of the workday.
- Perform terminal cleaning procedures, as instructed, when a resident is discharged and/or transferred to another room/area.
- Discard infectious waste into appropriate containers.
- Wash and change window and cubicle drapes.
- Dust furniture, pictures, appliances, moldings, floors, etc.
- Wash and make beds according to bed making procedure.
- Remove soiled linen from wings using specified haulers and transport to appropriate laundry area.
- Exchange clean linen carts on wings as directed.
- Clean soiled linen hauler carts as scheduled and needed.
- Perform day-to-day laundry functions as assigned.
- Perform specific tasks in accordance with daily work assignments.
- Perform assigned tasks in accordance with established laundry procedures.
- Collect, sort, and weigh soiled laundry, linen, garments, etc., and place in appropriate containers or assigned areas.
- Sort soiled laundry, linen, garment, etc., and separate those items that require special stain removal/treatment.
- Sort, count, and wash soiled laundry, linen, garments, etc., in accordance with established procedures.
- Press/iron garments as instructed.

- Fold, count, stack, hang, and distribute clean laundry, linen, garments, etc., to residents daily and/or as instructed.
- Keep walls and ceilings clean by washing, wiping, dusting, spot cleaning, disinfecting, deodorizing, etc.
- Remove dirt dust, grease, film, etc., from equipment or floor surfaces, using proper cleaning/disinfecting solutions.
- During emergency conditions, assure that clean laundry, linen, garments, etc., are distributed to designated areas as instructed.
- Discard waste/trash into proper containers and reline trash receptacle with plastic liner.
- Inventories and labels residents' personal possessions and linens as directed.
- Maintain units clean as necessary.
- Operates all laundry equipment.

RESIDENT RIGHTS:

- Maintain the confidentiality of resident information.
- Respect and promote resident rights.
- Report any complaints or grievances made by resident to the Neighborhood Nurse or Supervisor.
- Report allegations of resident abuse, neglect, mistreatment and/or misappropriation of resident property immediately to the Director of Nursing or Administrator.

MISCELLANEOUS:

- Turn in all found items and money to your supervisor.
- Perform all other duties as requested.

WORKING CONDITIONS:

- Works in all areas of the facility.
- Sits, stands, bends, lifts, and moves intermittently during working hours.
- Subject to frequent interruptions and may need to reschedule cleaning activities.
- Involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.
- Subject to hostile and emotionally upset residents, family members, etc.
- Communicates with environmental services personnel and other department personnel.
- Works beyond normal working hours, weekends, and holidays, and in other positions temporarily when necessary.
- Subject to falls, burns from equipment, odors, etc., throughout the workday, as well as to reactions from dust, disinfectants, etc.
- May be exposed to infectious waste, diseases, conditions, etc.,

PHYSICAL AND SENSORY REQUIREMENTS:

(With or Without the Aid of Mechanical Devices)

- Ability to move intermittently throughout the workday.
- Ability to speak and write the English language in an understandable manner.
- Ability to cope with the mental and emotional stress of the position.

- Possess 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.
- Must function independently and have flexibility, personal integrity, and the ability to work effectively with the residents and personnel.
- Ability to lift, push, pull, and move equipment, supplies, etc., more than fifty (50) pounds.
- Ability to assist in the evacuation of residents.

WORKING HOURS:

7:00 am to 6:00 pm – Hours may be flexible. Position works weekends and holidays.

1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the Director.
2. Management reserves the right to change job responsibilities, duties, and hours as needs prevail. This document is for management communications only and not intended to imply a written or implied contract of employment.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Environmental Services Assistant** and agree to abide by the requirements set forth and will perform all duties and responsibilities.

Date

Signature – Environmental Services Assistant

Date

Signature – Environmental Services Manager