



Job Description

Job Title: Environmental Services Technician

Job Code: 5005 8852

Reports to: Environmental Services Supervisor

Summary

According to established procedures, cleans and services building areas. Moves furniture, equipment, and supplies, in and around hospital departments; and performs a variety of environmental services duties to maintain the hospital in a neat, orderly, and sanitary condition in accordance with safety and infection control standards.

Job Duties and Responsibilities

1. Ensures that proper cleaning supplies are available for use at all times. Prepares solutions according to procedure. Loads and transports supplies needed to work area. Notifies supervisor if additional supplies are needed.
2. Cleans assigned areas by washing walls, doors and frames, ceilings, trash cans, furniture, tile fixtures, and equipment with germicidal cleaning solutions. Cleans and remakes beds if applicable. .
3. Follows proper EVS procedures in bed management for thru-put of patients.
4. Provides shadowing opportunities for new-hires and existing employees
5. Cleans in Operating Suites and Labor and Delivery Rooms using proper cleaning solutions and as prescribed by departmental procedures.
6. Dust mops and wet mops hard surface floors and/or vacuums carpets, using germicidal cleaner or other appropriate solutions. Arranges furniture and equipment in an orderly fashion after cleaning assigned area.
7. Operates various types of low speed (under 1000-RPM) cleaning equipment both mechanical and electrical, i.e. buffers, wringers, scrubbers, vacuums.
8. Cleans equipment and notifies manager of equipment needing repair. Reports safety hazards to supervisor. .
9. Utilizes supplies and equipment diligently. Returns unused supplies to janitor closet, cleans carts and equipment and ensures all items are replaced in orderly manner. Returns soiled mops/rags to Environmental Services Department in plastic bags for laundering.
10. Climbs ladders to hang cubicle curtains, window drapes, or reach high areas for other cleaning purposes. Arranges furniture for meetings, seminars.
11. Collects normal and infectious waste from assigned areas of hospital.
12. Attends all department meetings and training sessions.

13. Promotes quality improvement, staff and patient safety, and cultural diversity through department operations and by personal performance
14. Presents a courteous and helpful demeanor, appropriate for age, to all patients, visitors, other employees/medical staff members, or any other person an employee encounters while representing the organization.
15. Maintains current knowledge related to applicable statutes, regulations, guidelines and standards necessary to perform job duties in accordance with the requirements of the Corporate Compliance Plan. Complies with the requirements of the Code of Conduct, Corporate Compliance Plan and Compliance Policies and Procedures, including training requirements. Participates in compliance activities under the direction of the Department Manager and Corporate Compliance Officer.

Knowledge, Skills, and Abilities

Minimum Requirements

1. Good communication skills (written and verbal) with the ability to speak and read the English language
2. Ability to follow oral and written instructions in English.
3. Ability to communicate effectively with staff, patients and visitors.
4. Ability to lift and/or carry up to 50lbs on a consistent basis – sometimes additional weight on an infrequent basis.
5. Ability to correctly operate electric and battery powered floor care equipment in a safe and efficient manner.
6. Ability to read and understand labeling directions on various cleaning chemicals in order to know contents and first aid instructions.
7. Ability to pass competency assessment upon completion of training and mentoring program 30 – 60 days of hire into the position.

Preferred

1. High School diploma or GED
2. Experience in a health care environment
3. 6 months experience in Environmental Service duties in an institution.

Primary Contacts

Nursing department staff throughout facility

Working Conditions (Check one or all depending on the working conditions of the position.)

- ☒ Normal hospital working environment. Requires good verbal and written communication skills. Must be able to speak and read the English language.
- ☒ Ability to move freely (standing, stooping, walking, bending, pushing, and pulling) and lift up to a maximum of fifty (50) pounds without assistance.
- ☐ Work is primarily facility based in an outpatient behavioral health setting and/or correctional facility.
- ☐ Some work may occur in a community setting and may include contacts in a high crime area and in extremes of temperature.

Blood Borne Pathogen Exposure (Check one)

- ☐ Category I: Job classification includes ALL employees who have occupational exposure* to blood borne pathogens* (blood or body fluids) while performing their job duties.
- ☒ Category II: Job classification includes employees who are likely to have SOME occupational exposure to blood borne pathogens because Category I tasks may occasionally be required.

— Category III: Job Classification includes those employees who perform jobs and tasks where NO CONTACT with blood borne pathogens occurs and Category I and Category II tasks ARE NOT a condition of employment.

The above statements are intended to describe the general nature and level of work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities and qualifications of employees assigned to this job.

Reviewed by: _____ **Date:** _____
Dept. Manager

Reviewed by: _____ **Date:** _____
Please print employee name

Employee Signature **Date:** _____

Date: June 2015