HAZEN MEMORIAL HOSPITAL ASSOCIATION
JOB DESCRIPTION

JOB TITLE: Environmental Service Associate – Housekeeping

DEPARTMENT: Environmental Services

REPORTS TO: Director of Support Services

WORK HOURS: Department coverage is provided from 8:00 a.m. to 4:30 p.m., five days a week. Rotating weekends and holidays providing coverage from 5:30 a.m.-2:00 p.m.

JOB SUMMARY:

The Environmental Service Associate is responsible for providing, maintaining, and performing general support functions at Sakakawea Medical Center, Senior Suites, and the Clinics. The key duties include maintaining a clean, safe and sanitary environment, providing a sufficient amount of clean and sanitary laundry, and performing light maintenance duties. The Environmental Service Associate must have good communication skills and a good working relationship with all team members.

JOB DUTIES:

Essential functions have been denoted with a *.

1. Performs cleaning and disinfecting of all areas according to department policy and procedures. This includes patient rooms, offices, restrooms, walls, windows, ER/OR, hallways, all departments, clinics, CT, and Senior Suites.*

2. Conducts floor maintenance according to policy and procedures. This includes sweeping, mopping, vacuuming, buffing, shampooing, tile repair, stripping/waxing.*

3. Performs laundry duties according to department policy and procedures. This includes sorting, washing, drying, folding, putting away, and mending.

4. Performs garbage pickup and disposal according to policy and procedure.

5. Checks, fills, orders, and puts away supplies according to department policy and procedure.*

6. Responsible for assisting in the orientation of new employees.*

7. Responsible for proper use and cleaning of all equipment according to department policy and procedures.*
8. Performs other duties as required or assigned.

WELFARE OF OTHERS:

The Environmental Service Associate has daily contact with patients, residents, family members, employees and the general public.

REQUIREMENTS:

1. Complies with dress code according to departmental policies.
2. Will assist in one Quality Assurance study every year.
3. Completes mandatory inservice material yearly.
5. Follows the Standard Precautions Policy.
6. Demonstrates appropriate response to emergency, i.e., fire alarms, disaster drills.
7. Respects the privacy of all persons and confidential information that employees may hear.
8. Participates on one committee or project/year.
9. Orientated in proper use of chemicals according to department policy and procedures.
10. Is willing to adjust personal schedule in case of real departmental needs.

QUALIFICATIONS:

Education & Training

Must be able to read, speak, write, and follow oral and written instructions. Demonstrates knowledge of basic principles of food productions, service, and sanitation. Must have a valid driver’s license. Previous experience is preferred but not required.

PHYSICAL REQUIREMENTS:

Physical and Mental Effort

Must be able to work with chemicals. Must be able to lift 30 pounds. Is required to stand 80% of the shift. The job duties require bending, stooping, vacuuming, scrubbing, standing on a ladder, and overhead cleaning. Use of large equipment requires a pushing capacity of 50 pounds.

Ability to prioritize work projects. Exercises independent decision-making. Works independently and as a team member. Must be able to work with people in a tactful and diplomatic manner exercising sound judgment and discretion.

Working Environment and Hazards
Works in variable weather conditions. There is potential exposure to mechanical, chemical, and electrical hazards. There is potential exposure to body fluids and needle sticks. Exposure to sights and odors that can be unpleasant, disagreeable or dirty.

Reviewed: March 2015
Reviewed: December 2005
Reviewed: December 2002
Reviewed: December 2001
Reviewed: May, 2000