Environmental Services
Technician
Job Description

Department: Environmental Services  Reports To: Housekeeping/Laundry Supv.  FLSA Status: Non-Exempt

Summary
Transports all trash to dumpster for disposal, transports all soiled linen to the laundry and maintains a clean and sanitary environment for residents and staff of EdenHill Communities. Provides and maintains a clean and sanitary environment by ensuring all floor surfaces are maintained in a manner that supports EdenHill Communities’ vision and mission.

Essential Duties and Responsibilities includes the following. Other duties may be assigned.
- Making sure that dirty linens are to be covered at all times.
- All trash, even in plastic bags, is to be covered at all times.
- Clean mechanical areas behind dryers weekly.
- Clean washer drain pits and lint screens at least once daily – more often if needed.
- Be able to follow instructions and work with minimal supervision.
- Follow established safety precautions.
- Perform proper techniques of floor care and preparation of areas to be cleaned, buffed, stripped or waxed, as well as carpet cleaning.
- Must be able to operate and maintain all floor cleaning/finishing equipment to include, but not limited to, floor buffer/burnishes, water extraction machine, and carpet cleaning equipment.
- Follow established safety precautions for cleaning and maintaining all areas of the facility.
- Prepare all set-ups with tables, chairs, and tablecloths as directed by set-up diagram.
- Perform other duties as assigned by the Housekeeping/Laundry Supervisor or the Director of Environmental Services.
- Must consistently display and model the EdenHill Spirit hospitality behavior models.

Supervisory Responsibilities
This job has no supervisory responsibilities.

Competencies
To perform the job successfully, an individual should demonstrate the following competencies:

- Quality
- Customer Service
- Oral Communication
- Initiative
- Judgment
- Problem Solving
- Safety and Security
- Attendance/Punctuality
- Ethics
- Dependability
- Professionalism
- Motivation
- Teamwork
- Quantity
- Planning/Organizing

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

Language Skills
Be able to read and write the English language. Have the ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills
No skills needed.
Reasoning Ability
Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Other Skills and Abilities
Prior job-related experience is preferred but not required. Be 18 years or older.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, extreme heat and risk of electrical shock. The noise level in the work environment is usually moderate.

Acknowledgment:
I have read this job description and fully understand the requirements set forth herein. I hereby accept the position of Environmental Services Technician and will perform all said duties to the best of my ability and understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B viruses. I understand that I may be held criminally liable for failure to report suspected abuse, neglect or exploitation.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself with or without notice.

Printed Employee Name: ____________________________ Date: ____________________________

Employee Signature: ____________________________