

Job Title:	Shared Environmental Services/ Housekeeping Associate – Hospital & Senior Suites	Department:	Environmental Services/Housekeeping & Senior Suites
Position Type:	Part Time (32 hours/week)	Job Category:	Non-exempt
Supervisor Title:	Environmental Services/ Housekeeping Manager & Senior Suites Director	Dress Code Requirements:	Scrubs, closed toe shoes
Created Date:	April 2017	Last Updated:	April 2017
Educational Requirements or Preferences:	N/A	Credentials Required or Preferred:	N/A
Shift:	Days	Hours/Call:	5:30 a.m.-2:00 p.m. & 6:00 a.m.-2:30 p.m. Occasional weekend shift.
Travel Required: (Driver’s License Required)	Minimal in town	Equipment Knowledge:	Housekeeping equipment
Knowledge/Skills/Abilities/Experience Required or Preferred:			
<p>The Environmental Service Associate must have good communication skills and a good working relationship with all team members. Must be able to read, speak, write, and follow oral and written instructions. Previous experience is preferred but not required. 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.</p>			
Job Description			
<p>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 has daily contact with patients, residents, family members, employees and the general public.</p>			
ESSENTIAL FUNCTIONS, ROLES, AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 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. Checks, fills, orders, and puts away supplies according to department policy and procedure. 4. Responsible for proper use and cleaning of all equipment according to department policy and procedures. 			
OTHER DUTIES			
<ol style="list-style-type: none"> 1. Performs laundry duties according to department policy and procedures. This includes sorting, washing, drying, folding, putting away, and mending. 2. Performs garbage pickup and disposal according to policy and procedure. 3. Responsible for assisting in the orientation of new employees. 			

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ADDITIONAL NOTES			
This job description does not reflect all duties that may be assigned to this position.			
Other Requirements:	<ol style="list-style-type: none"> 1. CPR certification. 2. TB screen. 3. Must meet the attendance requirements of the position including mandatory meeting attendance. 4. Participates on at least one committee or project per year. 5. Completes annual mandatory training yearly. 6. Completes required Incident Command System for Healthcare/Hospitals training. 7. Must speak and write English clearly. 8. Respects the privacy of all persons and confidential information according to confidentiality policies and HIPAA regulation. 9. Follows the Standard Precautions Policy. 		
Physical Capabilities:	Must be able to work with chemicals. Must be able to lift 50 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.		
Environmental Factors:	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.		
I, (Print name) _____, have read the job description required for my position and fully understand the conditions set forth therein. I agree to perform these duties to the best of my ability.			
Employee Signature		Date:	