

Job Title: Environmental Services Attendant
Department: Environmental Services
Classification: Non-Exempt
Reports to: 1. Facility Director
2. CEO/President

Summary

Responsible for keeping assigned areas clean and sanitary by scouring, scrubbing, mopping, polishing, using germicidal disinfectants and damp dusting.

Essential Functions

- Completes assignments and duties and is responsible for cleanliness and aseptic conditions of assigned areas
- Uses correct dilution of Germicidal Detergent and Disinfectant
- Cleans discharge/transfer units properly
- Collects soiled linen or distribute clean linen, as needed, and is required to handle properly
- Proper use of equipment and materials used in daily assignments
- Perform cycle cleaning projects or extra cleaning such as wall washing, window washing, change cubicles or window curtains, floor care, etc.
- Completes work orders for any areas needing repairs as seen during day-to-day activities
- Completes paperwork as required
- Maintains an inventory of supplies; restocks these supplies when necessary and stores them in a neat, orderly fashion
- Inventories supplies that are needed for assigned position
- Gets supplies from Environmental Services storeroom and restocks shelves and closet
- Demonstrates the ability to set appropriate work priorities
- Assigned to interchange with staff positions as posted on schedule
- Train new staff as needed
- Other job duties as assigned

Education/Experience

- High School Diploma or equivalent
- Previous healthcare and/or institutional Environmental Service experience preferred but not required
- Must be able to read and write and follow written and oral directions
- Must have experience using a computer

Knowledge, Skills and Abilities

- **Required to maintain absolute confidentiality of patient care, patient accounts and hospital related matters.**
- **Required to abide by, and comply with, the provisions of the TAH Corporate Compliance Policy.**

- Required to utilize positive Guest Relations principles in all interactions with patients, families, peers, third party payers and all members of the healthcare team.
- Required to establish and maintain the ability to communicate effectively both verbally and in writing with a variety of socioeconomic, religious and culturally diverse populations of patients, clients, families and the general public in order to gain confidence and cooperation and to establish and maintain contact with facility staff and others.
- Required to abide by, and comply with, established Departmental and TAH policies, procedures and standards.
- Required to establish and maintain acceptable level of attendance.
- Required to perform the duties of the position in a safe and efficient manner.
- Required to assist in maintaining the cleanliness of the work areas.
- Ability to remain calm and perform effectively during critical/emergency situations and pending deadlines.
- Ability to adapt to a wide range of physical and emotional situations and to seek assistance in the application of procedures sufficient to overcome problems.
- Ability to adapt working times or methods and perform effectively in order to meet established, critical deadlines.

Work Environment

Normal patient care/hospital environment. A large part of work time is standing or walking. Able to lift, carry, push pull 50 to 100 lbs. occasionally, 20 to 50 lbs. frequently, 10 to 20 lbs. constantly. Occasional climbing ladders, stairs, using feet, lets hands and arms – body agility is necessary. Frequent stooping, kneeling, crouching, reaching and handling. Subject to certain distasteful patient care activities and exposure to communicable diseases. May be exposed to potential hazards such as chemicals, body wastes, fluids and other possible infectious material. Able to respond to various codes – red, silver, blue, etc.

Positions Supervised

None