

**WEST PARK HOSPITAL DISTRICT
JOB DESCRIPTION**

JOB TITLE: Environmental Services Technician

IMMEDIATE SUPERVISOR: Environmental Services Manager or Supervisor

JOB SUMMARY: To maintain the hospital interior and furnishings in a clean, aseptic and orderly fashion, promoting the recovery of our patients, and ensuring a pleasant environment for our guests, visitors and staff.

AGES SPECIFIC TO ENVIRONMENTAL SERVICES:

Toddler-	2 years through 3 years	Adolescent/Teenager-	13 years through 17 years
Preschool-	4 years through 5 years	Young Adult-	18 years through 34 years
School Age-	6 years through 12 years	Middle Adult-	35 years through 50 years
		Mature Adult-	51 years through 69 years
		Geriatric Adult-	70 years +

CULTURE/RELIGIOUS ASPECTS: The Housekeeper will care for patients of all cultural and religious backgrounds. In view of the seasonal influx of people from all over the world, be prepared to care for patients of diverse cultural and/or religious backgrounds.

ETHICS AND COMPLIANCE: Employee performs within the prescribed limits of the hospitals/departments Ethics and Compliance Program. Is responsible to detect, observe and report compliance variances to their immediate supervisor, or upward through the chain of command, the Compliance officer or hospital hotline.

ESSENTIAL FUNCTIONS:

1. Clean all areas of an assignment given by the department Manager/Supervisor according to the policies and procedures as set by the Hospital and Environmental Services Department. This cleaning is to include, but is not limited to the following as assigned by schedules.
 - a. All patient rooms, furnishings and bathrooms.
 - b. All visitor or guest lobbies and restrooms.
 - c. All ancillary departments, lounges and dining rooms.
 - d. Removal of trash, cleaning of halls and carpets.
2. Completing and assisting with periodic project work.
 - a. Washing walls, windows.
 - b. Shampooing carpets
 - c. Buffing and maintaining hard floors.
 - d. Other duties as assigned.
3. Follow standard precautions as set forth by O.S.H.A. and Hospital regulations.
 - a. Wearing of gloves, frequent hand washing.
 - b. Use of other personal protective equipment.
 - c. Understanding and following isolation procedures.
 - d. Needs to familiarize self with the use and protection of equipment for blood borne pathogens as stated in the OSHA Blood Borne Pathogens Standard.
4. Knowledge of chemicals, names and use/dilutions.
 - a. Identifies chemical by name.
 - b. Proper use of chemicals.
 - c. Knowledge of Material Safety Data Sheets and where they are located.
 - d. How to read and understand.

Environmental Services Technician

Job Description

Page 2

5. Communication
 - a. Communication with patient regarding patient's rights.
 - b. Special requests.
6. General cleaning duties will include: Occupied patient rooms, dismissal unit, utilities, nursery, offices, laboratory, radiology, emergency, dining rooms, floor refinishing, general floor care, carpet and furniture shampooing, general trash removal, red waste removal, restrooms.
7. Will use the following equipment: High speed buffers, small scrubbers, vacuums (small and wide areas), extractors (small and wide areas), automatic floor scrubbers, wet floor scrubber, wet floor signs, carts, ladders.
8. May be required to have a valid Wyoming drivers license to perform cleaning duties in out-buildings.

EDUCATION: Must be able to read, understand and follow simple directions. High school diploma or equivalent preferred.

SKILLS: Interest in the welfare of the patients, able to make light conversation while working around the patients, visitors, and staff. Must be able to work around unpleasant odors and illnesses.

WORKING CONDITIONS: Works with harsh and sometimes hazardous chemicals and around infectious diseases.

PHYSICAL DEMANDS: Pulling, bending, stooping, climbing ladders, standing on feet for long periods of time and lifting up to 50 pounds are requirements of this job. Hauling of trash of all descriptions, including sharp objects and glass.

My job requires that I lift:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A. Up to 10 lbs.				X
B. 11 - 24 lbs.			X	
C. 25 - 34 lbs.			X	
D. 35 - 50 lbs.		X		
E. 51 - 74 lbs.		X		
F. 75 - 100 lbs.	X			
G. Above 100 lbs. STATE WEIGHT	X			
H. STANDING				X
I. WALKING				X
J. SITTING		X		X

Any lifting of 35# or more requires the use of an assistive device and/or physical assistance.

EXPOSURE CATEGORY 1

1. Tasks that involve exposure to blood, body fluids or tissues. This includes all procedures or job related tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential spills or splashes of them.
2. Tasks that do not involve exposure to blood, body fluids or tissue, but exposure may be required as a condition of employment. Appropriate protective measures are readily available to these employees when needed.
3. Tasks that involve NO exposure to blood, body fluids or tissue and Category I tasks are not a condition of employment.

AGREED TO:

Applicant/Employee Signature

Date

Department Head

Human Resources Office

Reviewed: 6/01, 3/03

Revised: 6/01, 3/03