



Horizon House

JOB DESCRIPTION

Title:	Environmental Services Technician	Department:	Facilities
Supervisor:	Environmental Services Manager	Effective Date:	5/14/2005
Status:	Full-time or Part-time	Grade: 13	Non-Exempt, Union

Summary:

A Horizon House Environmental Services Technician is responsible for interacting with staff and residents in a professional, courteous manner while performing a variety of environmental services as necessary to keep all areas of Horizon House (primarily in the Supported Living department) clean and safe.

Essential Job Duties:

Perform environmental service duties in accordance with facility policy, including but not limited to the following:

1. Vacuum, shampoo, and extract carpets and upholstered furniture.
2. Sweep, wet mop, scrub, strip, and wax hard surfaces floors.
3. Hi-low dusting, damp wiping, wall washing, and glass cleaning.
4. Clean and stock restrooms.
5. Clean, fold, and/or iron residents' clothes and linens as requested.
6. Waste, recycling, and linen removal and transportation.
7. Restock supplies.
8. Detail cleaning of resident living units including bathrooms and bed making.
9. Responsible for the proper care, use, and storage of equipment and supplies.
10. Respond to radio calls.
11. Respond to and complete work orders as assigned.

Secondary Job Duties:

1. Set-up/tear down community areas for special events.
2. Pack, unpack, and transport Horizon House equipment, supplies, and/or resident belongings.
3. Interior window and screen cleaning.
4. Participate in staff training and meetings as directed.
5. Perform other related environmental service duties as assigned.

Job Requirements:

Must be fluent in the English language and be able to follow directions given orally and in writing. Must be able fill out and complete work related forms and schedules. Demonstrate the ability to interact appropriately with residents and staff and to work in a timely and efficient manner.

Confidentiality Requirements:

Employee accesses uses and/or discloses Protected Health Information, as defined by HIPAA, only to the extent minimally necessary to accomplish essential job functions. Employee practices appropriate safeguards to prevent unauthorized access, use and/or disclosure of PHR (paper, electronic and oral) within his/her work area.

Experience/Knowledge/Education/Specialized Training Required:

1. Have a high school diploma, GED or equivalent.
2. A minimum one (1) year professional environmental services experience, preferably in a long-term care or hospital setting and be able to demonstrate a working knowledge of items in Job Duties as described above.
3. Good working knowledge of cleaning chemicals, their usage, storage and disposal.

Material/Equipment Directly Used:

Two-way radio, pager, telephone, a variety of vacuum cleaners, carpet extractor, slow-speed buffer, floor polisher/scrubber, floor care and cleaning products, carts, mops, brooms, dusters, spray bottles, and brushes.

Physical and Environmental Requirements:

1. The physical activities of this position involve: balancing (necessary to maintain physical equilibrium to prevent falling of self, others, or of objects being carried), climbing, crawling, crouching; grasping, kneeling; lifting items up to 35 pounds without assistance, pulling; pushing, reaching; repetitive movement; standing; stooping.
2. The sensory and communicative activities essential to the performance of this position include: feeling, hearing, seeing, smelling, and speaking.
3. An individual in this position will be exposed to: inside and outside environmental conditions; blood-borne pathogens; chemical hazards; respiratory hazards, and vibrating motion.