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| Job Title: Environmental Services Worker | Name:  |
| Supervisor: Manager, Environmental Services | Issue Date: October 2006 |
| Approved: William Giermak | Revised Date: July 2012 |

**I. JOB SUMMARY:**

The Environmental Services Worker (ESW) is responsible for maintaining a clean and safe environment for St. Mary’s residents, staff, and visitors.

**II. RESPONSIBILITIES**

 A. The ESW is responsible for cleaning and servicing assigned areas in the Home.

B. The ESW will perform routine and repetitive tasks on a continuous schedule, performing assigned tasks in an efficient and timely manner, at times in the face of frequent

 interruptions.

C. Performs the following tasks daily, or as instructed:

1. Wet mops bathrooms and wipes off baseboards

 2. Empties wastepaper baskets/trash cans

 3. Cleans mirrors

 4. Polishes or dusts all furniture

 5. Cleans bathroom fixtures thoroughly

 6. Vacuums any carpets in assigned area

7. Arranges furniture and equipment in an orderly fashion

8. Replenishes supplies of soap, toothpaste, etc.

9 Keeps utility storage rooms in order

10. Checks corners on the ceilings to keep cob webs under control

11. Cleans windows and glass doors

12. Dusts and cleans all televisions

13. Cleans conference rooms, Board Room, lounges, and break room

14. Keeps mop buckets clean

15 As needed, responds to special cleaning requests from supervisor,

 Nursing staff or other departments

**III. CONDUCT**

In additionto the following specific areas of conduct and behavior, incumbents must always demonstrate respect and courtesy towards the individuals served here, family members, guests, vendors, and co-workers at all times. Acting as an “ambassador of St. Mary’s”, incumbents should always positively greet others and offer assistance as needed.

1. Complies with attendance and punctuality policies

2. Works well with others

3. Uses time appropriately

4. Attire must be appropriate for the job; clothing and footwear that does not interfere

 with work performed; earrings smaller than a quarter. No dangling necklaces or

 bracelets.

5. Is respectful and courteous to other staff

6. Is respectful and courteous to visitors

7. Follows instructions with a positive attitude

8. Complies with all policies and procedures

**IV. QUALIFICATIONS:**

1. **Skills/Education:** High school diploma or GED preferred. Incumbent must be able to

read and follow simple written or verbal instructions; must be able to use the time clock.

 B. **Training and Experience**: Experience in cleaning commercial space is preferred.

 Incumbents must complete new hire orientation before being assigned on the schedule.

 C. **Job Knowledge:** Requires knowledge of how to use common cleaning devices, (i.e.

 brooms, mops, floor waxes, and scouring pads) to keep areas clean and safe.

 Knowledge of various cleaning solutions and products used in the Home is also required to avoid injury and to avoid creating an environmental hazard.

 D. **Physical Requirements:**

* Must be able to walk, sit, and stand for extended, variable periods of time.
* Must be able to stoop or squat to get into positions necessary to properly clean all areas of the Home.
* Must be able to lift at least thirty-five (35) pounds independently.

 E. Valid Virginia Drivers license and acceptable driving record preferred.

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Supervisor Date