



JOB DESCRIPTION

TITLE: Environmental Service Aide and Linen
DEPARTMENT: Environmental Services
REPORTS TO: Environmental Services Director
FLSA: Non-Exempt

SUMMARY OF JOB:

To clean Community Hospital properties, keeping the facilities professional in appearance and reducing the spread of infection.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

1. Cleans and sanitizes patient rooms:

- a. Dusts entire room daily, including window sills, cabinet-tops, etc.
- b. Disinfects all other equipment in patient rooms such as telephones, cords, light fixtures, etc.
- c. Completely empties trash cans and replaces liner daily
- d. Checks to see if additional trash liners are need and add to the bottom of trash can
- e. Thoroughly cleans sink, toilets, showers, lights, trashcans with disinfectant
- f. Cleans mirror and polish chrome
- g. Refills all dispensers – paper towels, toilet paper, seat cover daily
- h. Disposes of sharps containers when $\frac{3}{4}$ full
- i. Dismissals: Thoroughly washes down bed / bed rails/ mattress and bed frame with disinfectant
- j. Remakes beds with clean line
- k. Wipes down cribs with disinfectant
- l. Wet mops all floors with disinfectant daily

2. Cleans and sanitizes restrooms throughout the hospital:

- a. Uses disinfectant and other cleaners if necessary to clean toilets, urinals, sinks, walls, trash cans and chrome daily
- b. Cleans floors, corners and edges with proper chemical daily
- c. Completely empties trash cans and replaces liner daily
- d. Checks to see if additional trash liners are need and add to the bottom of trash can
- e. Using damp cloth wipes trash can inside and out as needed
- f. Dusts all other furniture, i.e. stalls dividers, etc. in restrooms

- g. Fills all soap, toilet tissue and toilet seat dispensers daily and checks frequently to insure adequate supplies are stocked in same.
3. Cleans and sanitizes ancillary areas throughout the hospital:
- a. Cleans all countertops with correct solution (usually disinfectant)
 - b. Checks and fills all dispensers such as toilet paper, paper towels and sharps containers daily
 - c. Completely empties trash cans and replaces can liner daily
 - d. Checks to see if additional trash liners are need and add to the bottom of trash can
 - e. Dusts all furniture daily, moves items and cleans under them as well as tops of cabinets or other furniture in areas being cleaned
 - f. Uses proper chemical as needed on floors
 - g. Cleans windows on inside as necessary
 - h. Cleans entrance doors inside and out
 - i. Cleans all sinks, toilets, and telephones with disinfectant
4. Cleans and sanitizes offices:
- a. Dusts all desks, pictures, computer monitors daily. Carefully moving items to clean desks with proper chemicals and disinfects and replaces items to original location
 - b. Disinfect telephones daily by wiping down with disinfectant
 - c. Mops and cleans mats every other day
 - d. Dust chairs, window sills and sinks daily
 - e. Completely empties trash can and replaces liner daily
 - f. Checks to see if additional trash liners are need and add to the bottom of trash can
 - g. Vacuums upholstery (chairs) every other day of more often if needed
 - h. Vacuums offices daily
5. Completes monthly duties as assigned.
- a. Clean and disinfect walls
 - b. Clean and disinfect lights and light lens getting dust, bugs, etc out
 - c. Take vent cover down and clean and disinfect
 - d. Clean corners in areas of responsibility using putty knife or brush to get dirt out
 - e. Clean baseboards getting black marks off
 - f. Change out cubical curtains
 - g. Thoroughly clean venation blinds
 - h. Washes inside windows of patient rooms
 - i. Entrance doors and lobby windows are washed inside and out
6. Demonstrates knowledge of cleaning supplies (including chemicals) and manages supplies efficiently:
- a. Assures bottles are properly labeled at all times
 - b. Replenishes supplies on cleaning cart i.e. paper towels, toilet tissue, chemicals, trash liners, rags, wet mop, etc.
 - c. Clean mop bucket, pail and shelves
 - d. Have cleaning cart ready for the next shift
 - e. Have it looking presentable
7. Completes cleaning of Crash Carts as assigned.
- a. Completes one time per week every other Friday as scheduled
 - b. Documents the cleaning on monthly tracking form and Quality Assurance sheet

8. Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent; and
At least one year related experience or equivalent combination of education and experience.

LANGUAGE SKILLS:

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

ANALYTICAL ABILITY:

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

- Attends annual compliance and privacy training.
- Responsible for complying with all federal, state and local rules and regulations.
- Must comply with the Code of Conduct Guide.
- Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.
- Reports any conflict of interest or relationship immediately.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date