

JOB DESCRIPTION MANUAL	SECTION:	Job Description Manual
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	EFFECTIVE:	12/11
SUBJECT: JOB DESCRIPTION	REVISION:	4/17, 4/18
ENVIRONMENTAL SERVICES TECHNICIAN	REVIEWED:	4/17, 4/18

I. QUALIFICATIONS

- 1.1 High school degree or GED required with advanced education preferred.
- 1.2 Must possess good communication skills, both written and oral.
- 1.3 Good interpersonal skills.
- 1.4 Must possess good organizational skills with the ability to plan, organize and facilitate department.
- 1.5 Requires analytical skills and the ability to analyze and evaluate problems.
- 1.6 Should be able to use common sense and be a fair judge of character.
- 1.7 Must exhibit a spirit of cooperation and teamwork.
- 1.8 Good leadership, initiative, and judgment skills.
- 1.9 Computer knowledge preferred.

II. PHYSICAL DEMANDS AND SPECIAL CHARACTERISTICS

- 2.1 Moderate to heavy physical work. Frequent standing, bending, walking, pushing, pulling, and lifting weights in excess of 25 pounds.
- 2.2 Near visual acuity for reading and preparing reports, forms, policies etc.
- 2.3 Ability to exercise independent judgment and maintain emotional stability under stress.
- 2.4 Flexibility to handle changing situations and emergency needs.
- 2.5 Requires frequent talking, listening, reading, and writing.

III. JOB ACCOUNTABILITY AND RESPONSIBILITY

- 3.1 Responsible for maintaining a clean environment in all areas of the facility while maintaining infection control standards and providing customer service for internal and external customers.
- 3.2 Sanitation responsibilities to include activities like mopping, sweeping, vacuuming, dusting, sanitizing, disinfecting, polishing, etc. as assigned by the Environmental Services Supervisor or Facility Services Manager.
- 3.3 Cleaning, disinfection, and preparation of patient/resident rooms and furniture.
- 3.4 Maintaining the sanitation, cleanliness and appearance of public areas such as hallways, restrooms, waiting rooms, meetings rooms, and staff areas.
- 3.5 Gathering soiled linens, sorting, processing and redistributing linens throughout the facility according to procedures.
- 3.6 Knowledge of operation of cleaning machines such as vacuums and floor scrubbers.
- 3.7 Knowledge of operation of laundry and linen processing machines.

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- 3.8 Uses cleaning chemicals according to the manufacturer’s directions for use, labeling, storage and cleanup.
- 3.9 Removes damaged, torn, and stained linens from service, notifying supervisor so appropriate inventories are maintained.
- 3.10 Uses laundry chemicals according to the manufacturer’s directions for use, labeling, storage and cleanup.
- 3.11 Practices good work safety procedures by wearing personal protective equipment, such as gloves, splash shields, and/or gowns as directed and pertinent to OSHA guidelines and safe work practices.
- 3.12 Properly segregates and safely handles waste and removes trash.
- 3.13 Restocks supplies including but not limited to gloves, hand soap in dispensers, towels in dispensers, toilet paper, etc.
- 3.14 Other duties as assigned by Environmental Services Supervisor or Facility Services Manager.

IV. SUPERVISION AND DIRECTION

- 4.1 Reports to the Environmental Services Supervisor and Facility Services Manager.
- 4.2 Functions in a staff relationship with other staff.

V. JOB STATUS & CLASSIFICATION

- 5.1 Full-time or Part-time, non-exempt.

VI. OTHER

- 6.1 This job description is not intended to be all-inclusive. This job description in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position. Management reserves the right to revise this job description at any time.

APPROVED:	DATE:
ORIGINAL: Human Resources Job Description Manual	
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