**Job Description**

**Job Title:**  Environmental Services Assistant I

**Department: Housekeeping**

**Reports To:**  Supervisor/Housekeeping Manager

**Location:**  Westminster at Lake Ridge

**Summary:** This position is primarily responsible for cleaning of all cottages, resident rooms and/or apartments in the Health Center on a daily basis. Additional duties include cleaning of bathrooms and common areas throughout the community.

**Essential Duties:**

**Performs daily cleaning functions of all surface areas and additional assigned areas throughout the community.**

* Obtains work orders from the Housekeeping Supervisor on special cleaning projects and completes task(s) by the given time frame. Completes electronic assigned work orders and returns tablets/phones to the Supervisor at end of each shift.
* Obtains all necessary cleaning solutions and supplies from the supply closet in order to perform daily cleaning duties. Returns all supplies upon completion of assigned tasks.
* Performs cleaning of all carpeted surfaces daily. Vacuums and spot clean all carpeted areas throughout the community. Notes any maintenance of the carpet needed and reports to the Housekeeping Supervisor or Manager.
* Completes daily dry and wet mopping of tiled or hard surface floors.
* Conducts spot cleaning of all walls, doors, windows and ledges as appropriate. Performs high and low dust of all surfaces on a weekly basis.
* Polishes all furniture and metal or porcelain fixtures in common areas on a weekly basis.
* Performs terminal cleaning procedures as requested upon a resident’s discharge or transfer. Closes all work orders assigned regarding the terminal cleaning after it’s completed.
* Cleans windows, doors, and mirrors throughout common areas and resident rooms within the community. Reports any found articles to Housekeeping Supervisor.
* Collects and transports all waste or trash from cleaning duties to the specified dumpster for trash pick up.
* Obtains electronic tablets/phones of resident apartments and/or cottages for weekly cleaning services. Performs general cleaning duties and completes in a timely manner. Completes work orders and returns electronic tablet/phone to Supervisor.
  + - Empties and cleans all waste receptacles and reline with clean trash liners.

**Qualifications**

* High school diploma or general education degree (GED), one (1) to three (3) years of housekeeping experience in a long term care community required; or equivalent combination of education and experience. Incumbent should be able to apply common sense understanding to carry out instructions furnished in written and oral form, possess high-quality verbal and written communication ability, strong customer service and be knowledgeable in basic cleaning principles and practices. Must have a valid driver’s license.

**Work Environment**

* **Frequently:** Exposure to dust, fumes, odors, water, etc
* **Occasionally:** **A.** Exposed to marked changes in temperature. **B.** Outside Work **C.** Exposure to biological, mechanical, electrical, and/or chemical hazards

**Physical Requirements (With or Without Accommodations)**

**1.** **Lifting:** Up to 50 pounds. **6. Occasionally:** Bending, Stooping,

**2.** **Carrying:** Up to 50 pounds. Crawling, Climbing, Reach Above Head

**3.** **Pushing/Pulling:** Up to 50 pounds.

**4.** **Use of Equipment:** (general cleaning supplies, equipment) **7. Continuously:** Grasping with one hand

**5. Frequent:** Standing, Walking Grasping with both hands

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Continuously** | **Frequently** | **Occasionally** | **Not At All** | **Explanation** |
| 5. Sitting |  |  |  | **✓** |  |
| 6. Standing |  | **✓** |  |  |  |
| 7. Walking |  | **✓** |  |  |  |
| 8. Bending |  |  | **✓** |  |  |
| 9. Stooping |  |  | **✓** |  |  |
| 10. Crawling |  |  | **✓** |  |  |
| 11. Climbing |  |  | **✓** |  |  |
| 12. Reaching Above Head |  |  | **✓** |  |  |
| 13. Grasping:  a. One Hand | **✓** |  |  |  |  |
| b. Both Hands |  | **✓** |  |  |  |
| 14. Fine Manipulating:  a. One Hand |  |  |  | **✓** |  |
| b. Two Hands |  |  |  | **✓** |  |

**B. Environment Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Continuously** | **Frequently** | **Occasionally** | **Not At All** | **Explanation** |
| 1. Exposed To Marked Changes In Temperature |  |  | **✓** |  |  |
| 2. Outside Work |  |  | **✓** |  |  |
| 3. Exposure to Dust, Fumes, Odors, Water, Etc. |  | **✓** |  |  |  |
| 4. Exposure to Biological, Mechanical, Electrical, and/or Chemical Hazards |  |  | **✓** |  |  |
| 5. Normal (Inside) Environment | **✓** |  |  |  |  |

**C. Sensory Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Eyesight |  |  |  |  | **Explanation** |
| a. Normal/Corrected | **✓** | Necessary |  | Not Necessary |  |
| b. Close Eye Work |  | Necessary | **✓** | Not Necessary |  |
| c. Other |  | Necessary |  | Not Necessary |  |
| 2. Hearing |  |  |  |  |  |
| a. Normal Tones | **✓** | Necessary |  | Not Necessary |  |
| b. Soft Tones |  | Necessary | **✓** | Not Necessary |  |
| c. Other |  | Necessary |  | Not Necessary |  |
| 3. Distinguish Temperatures By: |  |  |  |  |  |
| a. Touch | **✓** | Necessary |  | Not Necessary |  |
| b. Proximity | **✓** | Necessary |  | Not Necessary |  |

***-***

**Position Type/Expected Hours of Work**

* **Full time - 40 hours a week**

**Travel**

* **None**

**Additional Eligibility Qualifications**

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**EEO Statement**

As an employer committed to Equal Employment Opportunity, Ingleside recruits, hires, and promotes qualified persons in all job classifications without regard to age, race, color, religion, sex, sexual orientation, gender, gender identity, gender expression, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law.

**Non Direct** (choose one)

**FLSA Designation:** Hourly (Non-Exempt)

**Essential Position:** Yes

Received and Acknowledged by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Signature Date