

Environmental Services Floor Care Technician Job Description

Job Title: Floor Care Technician	Reports to: Environmental Services Supervisor	
Job Code:	Overtime Status: Exempt (not eligible)[X] Non-Exempt (eligible) []	
Department: Environmental Services	Prepared by:	Date:
Facility:	Approved by:	Date:
<p>Job Summary: Responsible for performing duties in accordance with established organizational policies and procedures for providing a safe environment, achieved by demonstrating the principles of cleaning, disinfection and quality assurance toward the reduction of harmful pathogens for the benefit of patients, visitors and staff. While executing the assigned tasks, the floor technician will have contact with patients and family. Contact may include physical, psychological, educational, and safety-related and should be appropriate to the specific demographics of patients served in assigned work area. Possesses technical skills required to properly use cleaning and maintenance chemicals, floor equipment prescribed by written procedures of the environmental services department. Responsible for responding favorably to requests to adjust daily workflow or area assignments to meet facility needs.</p>		
Supervises: None		
<p>Primary Responsibilities</p> <ul style="list-style-type: none"> • Performs all types of floor care and maintenance throughout the facility, include hard surfaces and carpeting. • Adhere to all organizational safety, risk management and infection control standards and promotes a culture of safety. • Cleans and performs routine maintenance on floor equipment; requesting assistance from plant operations and maintenance as needed. • Maintains accurate floor care logs and checklists. • Operates all equipment with care and according to facility and manufacturers safety standards and procedures. • Participates in departmental performance improvement initiatives including, but not limited to, initiatives to improve HCAHPS scores as it relates to hospital cleanliness & “always quiet.” • Performs project work and specialty tasks according to facility needs. Can include tasks such as conference room set up/dismantle according to function sheets and schedules, cleaning of stairwells and elevators, and hanging of cubicle curtains. • Remove waste and transport to appropriate disposal area while identifying proper waste stream (i.e., regulated medical, recycle, solid and hazardous). • Follow all infection prevention practices (i.e., proper cleaning process, hand hygiene, standard & isolation precautions where and if required and proper use of personal Protective Equipment (PPE). • Recognizes and adheres to patient privacy requirements (HIPAA). 		
<p>Other Responsibilities</p> <ul style="list-style-type: none"> • Practices critical thinking skills to include prioritization. • Demonstrates personal accountability. • Identify and utilize appropriate resources to ensure identified problems or concerns are addressed and resolved. • Recognizes the importance of how their communication is received by patients, visitors and other health care workers, staff, etc. • Recognizes their role as part of the larger organization and models the mission statement through interaction with patients, family, visitors and other facility staff. 		
<p>Education/Certifications/Licenses</p> <ul style="list-style-type: none"> • High School Diploma or GED required. • Certified Health Care Environmental Services Technician (CHEST) desired. 		
<p>Experience</p> <ul style="list-style-type: none"> • 1 year Environmental Services experience. • Previous floor care maintenance experience desired. 		
<p>Special Skills/ Equipment</p> <ul style="list-style-type: none"> • Knowledge and skills in the use of power equipment, conventional and high-speed floor machines, carpet cleaning equipment, wet, dry and power vacuum equipment and push sweeper. • Effectively uses computers and mobile devices. • Communicates orally or in writing openly and candidly, creates an environment where others can do likewise. • Respectfully listens to viewpoints and ideas of others. • Ability to work without close supervision. • Ability to operate necessary equipment/machines. 		

Contacts					
Internal patients, visitors, providers, staff and volunteers.					
Physical, Mental Demands/Working Environment					
<i>Note: Reasonable accommodations may be made for individuals with disabilities to perform essential functions of this position.</i>					
General Activity	Number of Hours				
	None	1-2	2-4	4-6	6-8
	Drive	X			
	Sit	X			
	Stand				X
Walk				X	
Motion	Up to 1/3 of shift		1/3 or more of shift		
	Bend			X	
	Squat			X	
	Crawl	X			
	Climb	X			
	Reach			X	
	Lift			X	
	Carry			X	
	Push			X	
	Pull			X	
	Twist			X	
Turn			X		
Use of Hands and Feet	Gross Motor Function		Precise Motor Function		
	Right Hand	X			
	Left Hand	X			
	Right Foot	X			
Left Foot	X				
Weight Lifted/Force Exerted	Up to 1/3 of shift		1/3 or more of shift		
	Up to 10 pounds			X	
	Up to 25 pounds			X	
	Up to 50 Pounds	X			
	Up to 100 pounds	X			
More than 100 pounds					
Body Fluid Exposure	No		Yes <u>XXX</u>		
Mental Demands		YES		YES	
	Attention Span	X	Memory	X	
	Concentration	X	Patience	X	
	Conceptualization	X	Problem Solving	X	
Influence People	X	Relate to Others	X		
Working Environment		YES		YES	
	Indoor	X	Loud Noise	X	
	Outdoor	X	Fumes	X	
	High Temperatures	X	Confined Areas	X	
Low Temperatures	X	Radiation Area	X		
List any other physical requirements: [type here]					
Disclaimer					
<i>NAME OF HOSPITAL GOES HERE does not discriminate on the basis of race, color, religion, sex, sexual orientation, age, national origin, marital status, citizenship, physical or mental disability, or veteran status.</i>					
<i>The above job description is intended to describe the general nature and level of work being performed by people assigned to this job. The list is not intended to be an all-exhaustive list of responsibilities and duties required and may include other duties as assigned.</i>					
<i>I have read the above position and understand the provisions and intent thereof. I agree that I shall perform said duties to the fullest intent to the mutual interest of the hospital and myself.</i>					
_____ Employee-Print Name and Date		_____ Employee Signature		_____ Supervisor-Print Name and Date	
				_____ Supervisor Signature	