

**FULTON COUNTY MEDICAL CENTER
POSITION DESCRIPTION**

POSITION TITLE: ENVIRONMENTAL SERVICES WORKER
REPORTS TO: LEAD HOUSEKEEPER/LAUNDRY
REVISION DATE: OCTOBER 2007

I. POSITION SUMMARY:

Maintain a sanitary and safe environment for both the patients and employees. Follows all policy and procedures, including infection control, for all environmental services responsibilities. Cares for and utilizes equipment and supplies properly. Treats patients, families, visitors and fellow employees courteously. Treats every patient with dignity and respect, particularly their right to privacy.

II. EDUCATION REQUIREMENTS/LICENSURE/CERTIFICATION/REGISTRATION:

Ability to read and write English. Ability to follow both oral and written directions.

III. CUSTOMER FOCUSED EXPECTATIONS:

While performing the essential functions of this position, the staff member must strive to keep the mission, vision, and values of the Fulton County Medical Center, and be committed to the improvement and best interests of the facility and the services the Environmental Services Department provides.

IV. TYPICAL PHYSICAL DEMANDS (Subject to modification or accommodation as required):

Requires frequent walking, standing, bending or stooping for prolonged periods. Requires lifting up to 60 pounds. Ability to move, push and pull filled laundry carts. Requires full range of body motion including handling and lifting manual and finger dexterity, and eye/hand coordination.

V. TYPICAL MENTAL DEMANDS (Subject to modification or accommodation as required):

Must be able to communicate providing verbal feedback in a professional matter. Must be able to follow directions and follow policy and procedures. Must be able to adapt to work load.

VI. WORKING CONDITIONS:

Exposure to dust, fumes, odors, gases, chemical substances, and electrical currents. Exposure to body fluids through waste disposal and other routine activities. Noise levels mild to moderate.

VII. EQUIPMENT TO BE USED:

Buffer, vacuum, floor scrubber, shampooer, washers, dryers, other cleaning appliances linen carts, Computer, Telephone, Printer, Copier, Calculator.

VIII. FACILITY WIDE COMPETENCY REQUIREMENTS (See Attached)

IX. ESSENTIAL FUNCTIONS (See Attached)

X. NON-ESSENTIAL FUNCTIONS (See Attached)

ESSENTIAL FUNTIONS	D	M	E	Comments
Dusts and wet mops floors. Strips and refinishes floors as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; height: 829px; width: 100%;"></div>
Clean all furniture and fixtures. Cleans curtains as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Empty waste cans and take all disposables and general wastes to compactor. Operates compactor. Dispose of hazardous waste in the hazardous waste building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clean beauty shop, water fountains, isolation rooms, patient rooms, restrooms/locker rooms, and other assigned areas including sinks, showers, mirrors and insides of windows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cares for and utilizes equipment and supplies properly. Reports faulty equipment and supplies needed to leader.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Follows all policy and procedures, including infection control, for all housekeeping responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Treats patients, families, visitors and fellow employees courteously. Cooperates with other personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Treats every patient with dignity and respect, particularly their right to privacy. Keeps all patient information and/or conversation confidential.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Informs nursing staff if necessary, for the patient's health and well-being.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collect, sort, wash, dry, fold, place on hangers, mark and deliver residents personal clothing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collect dirty linens and place them into the proper carts in the soiled laundry room following "Processing Linen" policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Deliver clean linens to the proper areas and put away neatly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure that the clean linen is neatly put away and kept organized at all times in all areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unload the carts from supplier when they arrive and put away on the proper shelves.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Load clean linen carts and have them ready for delivery at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
On a daily basis dust mop and wet mop the floors, wipe down equipment, and washout dirty linen carts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
On a weekly basis wipe down walls and ceilings and wipe down clean linen carts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performs other duties assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Non Essential Functions:	D	M	E	Comments
1. Participates in professional development activities: a. In-service classes or on-line courses. b. Shares knowledge with others. c. Reads in-house communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; height: 100%; width: 100%; position: relative;"> <div style="position: absolute; top: 0; right: 0; bottom: 0; left: 0;"> <div style="position: absolute; top: 5px; right: 5px;">▲</div> <div style="position: absolute; top: 20px; right: 5px;">■</div> <div style="position: absolute; bottom: 5px; right: 5px;">▼</div> <div style="position: absolute; bottom: 5px; left: 5px;">◀</div> <div style="position: absolute; bottom: 5px; right: 5px;">▶</div> </div> </div>
2. Work Habits: a. Complies with attendance policies. b. Dresses according to the departmental dress code c. Organizes times, sets priorities d. Spends free time in a constructive manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Initiative and judgment: a. Makes necessary work related judgments based upon factual information b. Completes assignments with minimal directions and in a timely manner c. Adapts to a changing work load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

D= Does Not Meet Expectations	M= Meets Expectations	E= Exceeds Expectations
Comments:		
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Future Plans and Actions:		
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: 0; right: 0; bottom: 0; left: 0;"> <div style="position: absolute; top: 5px; right: 5px;">▲</div> <div style="position: absolute; top: 20px; right: 5px;">■</div> <div style="position: absolute; bottom: 5px; right: 5px;">▼</div> <div style="position: absolute; bottom: 5px; left: 5px;">◀</div> <div style="position: absolute; bottom: 5px; right: 5px;">▶</div> </div> </div>		
Employee Comments:		
<div style="border: 1px solid black; width: 100%; height: 100%; position: relative;"> <div style="position: absolute; top: 0; right: 0; bottom: 0; left: 0;"> <div style="position: absolute; top: 5px; right: 5px;">▲</div> <div style="position: absolute; top: 20px; right: 5px;">■</div> <div style="position: absolute; bottom: 5px; right: 5px;">▼</div> <div style="position: absolute; bottom: 5px; left: 5px;">◀</div> <div style="position: absolute; bottom: 5px; right: 5px;">▶</div> </div> </div>		
<p>To update our files, please answer the following questions:</p> <p>Have you received a higher education degree in past 12 months: Yes ___ No ___</p> <p>Please forward to Human Resources</p> <p>Have you received a certification in the past 12 months: Yes ___ No ___</p> <p>Please forward to Human Resources</p>		

I have reviewed this Performance Evaluation

Employee Signature

Evaluator Signature

Department Head or Designee Signature

Date

Date

Date