

CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION

Position Title	Environmental Services Attendant	Grade	
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Department	Environmental Services	Exempt	
Immediate Supervisor	Shift Leader Supervisor	Non-exempt	X
Supervisor next in line	Environmental Services Manager	Work week	40 hrs

POSITION SUMMARY

Performs a variety of general cleaning tasks to maintain patient rooms, offices, hallways and other assigned areas of the CMMC facility.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

Less than High School

ESSENTIAL FUNCTIONS/DUTIES:

(Must be able to perform with or without accommodation)

- 1 Maintain established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.
- 2 Dust furniture, woodwork, equipment and dust mops floors. Polishes and cleans fixtures in utility rooms and bathrooms.
- 3 Operate mechanical floor cleaners and vacuums.
- 4 Wet mops rooms, halls, stairways and public areas.
- 5 Cleans vents, fans and other equipment using vacuum machines.
- 6 Cleans fixtures, tops or windows, door frames and high areas using a ladder.
- 7 Gathers and disposes of trash and waste materials.
- 8 May be required to buff, strip, wax, and polish floors and shampoo carpets.
- 9 Removes waste and soiled linens from work area and places in specified bags or containers.
- 10 Performs terminal cleaning procedures of patient rooms and prepares room for new occupant; follow isolation procedures in isolation rooms.
- 11 Cleans and disinfects all fixtures, floors, mirrors, windows, doors, and walls of bathrooms.
- 12 Participates in educational programs and inservice meetings.
- 13 Attend meetings as required.
- 14 Performs other related duties as assigned or requested.

Knowledge, Skills, Abilities:

Knowledge of basic housekeeping skills.
Communication skills to effectively relate to coworkers.
Ability to work effectively with co-workers, other CMMC employees, and general public.
Ability to adapt to fluctuations in workload.
Judgement to seek guidance and direction when needed.

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OCCUPATIONAL EXPOSURE for this position:

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

	Radiation	
	Noise	
X	Other (Specify)	Exposed to housekeeping/cleaning agents/chemicals. Work in precarious or high locations(ladders, scaffolding etc.)

PHYSICAL DEMANDS:
(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date