

County of Berks

POSITION DESCRIPTION FORM

Position Title Environmental Service Aide

Department Berks Heim Environmental Services

Reports To (Title)

Director of Environmental Services

Effective Date January 2004

Revision Date

Wage Category: Exempt

Non-Exempt

EEO-1 Category

Service & Maintenance

Union Classification

UFCW

POSITION SUMMARY:

This position performs repetitive cleaning tasks in assigned areas of the nursing home facility to insure a sanitary, orderly, and safe condition.

POSITION RESPONSIBILITIES:

Essential Functions

Performs repetitive cleaning tasks:

Remove dust from horizontal surfaces with a high duster

- Damp wipe furniture and horizontal surfaces
- Spot clean walls and doors
- Clean windows and glass
- Dust mop hard surface floors in rooms and bathrooms
- Empty and sanitize wastebaskets and trash receptacles
- Sanitize sinks and bathroom fixtures
- Sanitize hard surface floors in rooms and bathrooms
- Restock room supplies such as soap and toilet paper

- Perform terminal cleaning, which involves cleaning and sanitizing bed
- Vacuum carpeted floors in offices and carpeted mats throughout facility

Perform miscellaneous tasks:

Attend mandatory in-services held during the year and show competency on issues taught

- Maintain assigned equipment for cleanliness and function
- Use wet floor signs when the floor surface is wet from sanitizing or cleaning
- Mix chemicals using proper PPE and correct dilution rates for cleaning purposes
- Observe and report the need to repair equipment, furniture, building, and fixtures

Non-Essential Functions

None.

MINIMUM EDUCATION AND EXPERIENCE:

1. High school diploma or GED certification.
2. Preferred experience in housekeeping/janitorial services.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Ability to follow verbal and written instruction.
2. Ability to demonstrate the correct use of chemicals, supplies, equipment, and processes within the probationary period.

PHYSICAL DEMANDS:

Throughout the day, must be able to lift up to 50 pounds and transport that weight to various areas of the facility. Considerable walking, standing, kneeling, squatting, reading and visual sharpness. Occasional twisting, bending and squatting.

WORKING ENVIRONMENT:

Contact with cleaning solutions daily.

This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.

ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION

Signature of Employee

Date

Signature of Supervisor

Date

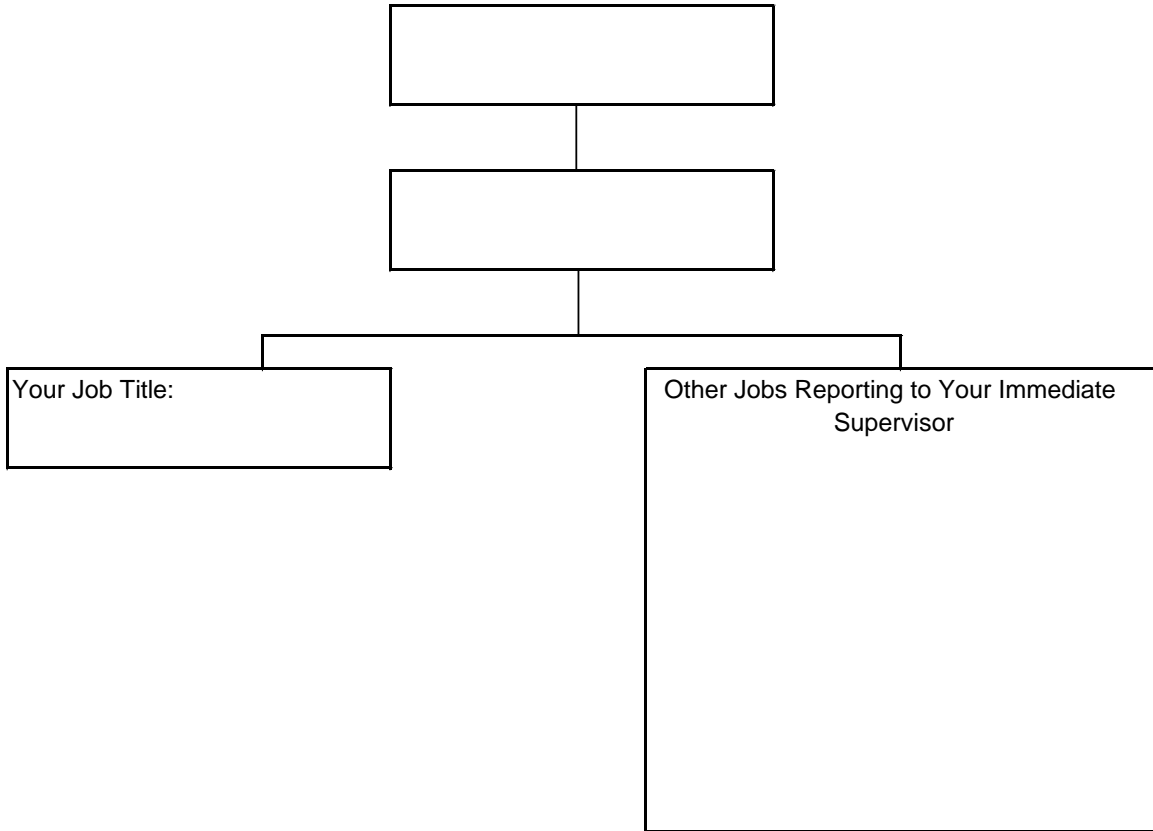
Number of positions supervised:

Exempt	
Non-Exempt	

Total Operating Budget:

Revenue	
Expenses	
Direct or Indirect Impact	

Organization:



Titles of jobs Reporting to You and Number of Incumbents

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