

Position Description

Department: Environmental Services

Title: Environmental Services Technician

Date Created: 06/01/2020

Updated: 05/07/2021

Next Review date: 05/07/2023

Reports to: EVS Manager; Director of Environment of Care

Approved by: Cheryl Cornwell (CFO)

Position Status: Hourly

Exempt

Non-Exempt

POSITION SUMMARY

Works under the supervision of Environmental Services Manager, supports all areas of the hospital by providing a clean, sanitary and attractive environment in accordance with hospital and departmental policies, procedures and practices. All areas of the hospital are included.

DUTIES & RESPONSIBILITIES

1. Cleans and maintains patient and non-patient areas: patient rooms, offices, public areas, treatment rooms and other assigned areas daily, including removing trash, changing bed linens and sanitizing surfaces.
2. Follow policies and procedures on patient isolation and contact precautions as necessary.
3. Maintains assigned areas in a clean, neat, and orderly manner. Provides linen service as required.
4. Special cleaning tasks such as wall washing.
5. Uses chemicals and equipment in an effective and safe manner.
6. Stocks paper items and other supplies in assigned areas as necessary.
7. Receives clean linen, sorts, inspects for cleanliness and condition.
8. Manages work schedule efficiently, completing tasks and assignments on time.
9. Promotes safety in the workplace and reports all safety hazards to manager.
10. Present a friendly, approachable professional demeanor.
11. Communicates effectively with others, respects diverse opinions and styles, and acknowledges the assistance and contribution of others.
12. Works effectively as a team player and able to work independently.
13. Performs other housekeeping tasks as requested.

QUALIFICATIONS

1. Must be able to read and write English and follow instructions.
2. Must have knowledge of basic cleaning.
3. Education equal to 12th grade is desirable.
4. Prefer experience equal to at least 6 months full-time employment as housekeeper in a healthcare or comparable facility.
5. Must be at least 18 years old.

HOSPITAL STANDARDS

Supports the Mission and Vision of Lake Chelan Health by basing decisions and actions on the following

Core Values:

Relationships – Relationships form the foundation for our care and service.

Strives to develop, nurture, and enhance relationships with:

- patients and their families
- our community
- physicians and other healthcare providers
- other employees

Integrity – Our actions tell our community what LCH stands for and who we are.

Strives to:

- do the right things for our patients, their families, and each other
- work to earn the trust of those we serve
- communicate openly, honestly, and with the highest ethical standards

Compassion – Every Lake Chelan Health employee touches the lives of the patients and families we serve.

Strives to:

- treat each patient, family member, and other caregivers with kindness and caring
- improve understanding of, and respond to the needs of, our diverse community
- respect and meet the physical, emotional and spiritual needs of our patients and their families
- recognize that compassion is essential to healing
- give each other grace by recognizing that we are human, and therefore not perfect, as we strive for excellence

Respect – We honor the dignity and worth of each individual.

Strives to:

- treat everyone we serve, and those with whom we work, with the highest levels of professionalism, acceptance, and dignity
- be open to everyone who needs our care and time, recognizing that they have the right to our services
- be open-minded and appreciate the perspectives and life experiences that others bring to the table
- acknowledge and celebrate diversity in our community and our organization

Lake Chelan Health has identified specific behavioral expectations related to the values. I have received a copy of those expectations and agree to abide by them as a condition of employment.

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified, nor do they address the performance standards that must be maintained.

EMPLOYEE:

I have read and understand the duties and responsibilities of this position. I have reviewed and agree to the contents of this position description and I am able to perform the job functions and meet the physical requirements without restriction(s):

Employee Signature

Date

PHYSICAL REQUIREMENTS ANALYSIS

Department: Environmental Services **Job Title:** EVS Technician

Mark all responses using the following codes:

- N** = Never
- O** = Occasionally, represents 1 to 33% or 1 to 2 hours of an 8-hour workday
- F** = Frequently, represents 34 to 66% or 2.5 to 5.5 hours of an 8-hour workday
- C** = Continuously, represents 67 to 100% or 6 to 8 hours of an 8-hour workday

N	O	F	C	PHYSICAL ACTIVITY
		X		Walking
	X			Sitting/Standing
			X	Reaching: Shoulder height
		X		Above shoulder height
		X		Below shoulder height
	X			Climbing
		X		Pulling/Pushing: 25 pounds or less
		X		25 to 50 pounds
		X		Over 50 pounds
		X		Lifting: 25 pounds or less
		X		25 to 50 pounds
		X		Over 50 pounds
		X		Carrying: 25 pounds or less
		X		25 to 50 pounds
	X			Over 50 pounds
		X		Crawling/Kneeling
		X		Bending/Stooping/Crouching
		X		Twisting/Turning
		X		Repetitive Movement

PHYSICAL EXPOSURE: (mark where applicable with "X")

- | | | | |
|----------------------|-------------------------------------|--|--------------------------|
| Unprotected heights | <input type="checkbox"/> | | Harmful physical agents: |
| Lighting: Bright | <input type="checkbox"/> | { | Heat/Cold |
| Dim | <input type="checkbox"/> | | Noise |
| Mechanical hazards | <input type="checkbox"/> | Ionizing/non-ionizing radiation: <input type="checkbox"/> <input checked="" type="checkbox"/> Not Likely | |
| Hazardous substances | <input checked="" type="checkbox"/> | | |
| Infectious diseases | <input checked="" type="checkbox"/> | | |

ACCEPTABLE MINIMUM PHYSICAL ABILITY:

- | | | | |
|--------------------------|--|---|--------------------------------|
| Vision: | <input type="checkbox"/> Good | <input checked="" type="checkbox"/> Correctable | <input type="checkbox"/> Blind |
| Color Vision: | <input checked="" type="checkbox"/> Normal | <input type="checkbox"/> Impaired | |
| Hearing: | <input checked="" type="checkbox"/> Normal | <input type="checkbox"/> Moderate Loss | <input type="checkbox"/> Deaf |
| Manual Dexterity: | <input checked="" type="checkbox"/> Good | <input type="checkbox"/> Fair | <input type="checkbox"/> Fair |
| Talking/Speech: | <input checked="" type="checkbox"/> Normal | <input type="checkbox"/> Moderate Loss | <input type="checkbox"/> Mute |