

**COMMUNITY HOSPITAL
ENVIRONMENTAL SERVICES AIDE**

EMPLOYEE: _____ **Date:** _____

PRINTED NAME: _____
REPORTS TO: Environmental Services Director
DEPARTMENT: Environmental Services
FLSA STATUS: Non-exempt

PURPOSE:

To clean Community Hospital properties, keeping the facilities professional in appearance and reducing the spread of infection.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improved performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

Day to day work is focused on these key performance areas:

1. Cleans and sanitizes patient rooms:

- A. Dusts entire room daily, including window sills, cabinet-tops, etc.
- B. Disinfects all other equipment in patient rooms such as telephones, cords, light fixtures, etc.
- C. Completely empties trash cans and replaces liner daily
- D. Checks to see if additional trash liners are need and add to the bottom of trash can
- E. Thoroughly cleans sink, toilets, showers, lights, trashcans with disinfectant
- F. Cleans mirror and polish chrome
- G. Refills all dispensers – paper towels, toilet paper, seat cover daily
- H. Disposes of sharps containers when $\frac{3}{4}$ full
- I. Dismissals: Thoroughly washes down bed / bed rails/ mattress and bed frame with disinfectant
- J. Remakes beds with clean line
- K. Wipes down cribs with disinfectant
- L. Wet mops all floors with disinfectant daily

2. Cleans and sanitizes restrooms throughout the hospital:

- A. Uses disinfectant and other cleaners if necessary to clean toilets, urinals, sinks, walls, trash cans and chrome daily
- B. Cleans floors, corners and edges with proper chemical daily
- C. Completely empties trash cans and replaces liner daily
- D. Checks to see if additional trash liners are need and add to the bottom of trash can
- E. Using damp cloth wipes trash can inside and out as needed
- F. Dusts all other furniture, i.e. stalls dividers, etc. in restrooms
- G. Fills all soap, toilet tissue and toilet seat dispensers daily and checks frequently to insure adequate supplies are stocked in same

**COMMUNITY HOSPITAL
ENVIRONMENTAL SERVICES AIDE**

3. Cleans and sanitizes ancillary areas throughout the hospital:

- A. Cleans all countertops with correct solution (usually disinfectant)
- B. Checks and fills all dispensers such as toilet paper, paper towels and sharps containers daily
- C. Completely empties trash cans and replaces can liner daily
- D. Checks to see if additional trash liners are need and add to the bottom of trash can
- E. Dusts all furniture daily, moves items and cleans under them as well as tops of cabinets or other furniture in areas being cleaned
- F. Uses proper chemical as needed on floors
- G. Cleans windows on inside as necessary
- H. Cleans entrance doors inside and out
- I. Cleans all sinks, toilets, and telephones with disinfectant

4. Cleans and sanitizes offices:

- A. Dusts all desks, pictures, computer monitors daily. Carefully moving items to clean desks with proper chemicals and disinfects and replaces items to original location
- B. Disinfect telephones daily by wiping down with disinfectant
- C. Mops and cleans mats every other day
- D. Dust chairs, window sills and sinks daily
- E. Completely empties trash can and replaces liner daily
- F. Checks to see if additional trash liners are need and add to the bottom of trash can
- G. Vacuums upholstery (chairs) every other day of more often if needed
- H. Vacuums offices daily

5. Completes monthly duties as assigned.

- A. Clean and disinfect walls
- B. Clean and disinfect lights and light lens getting dust, bugs, etc out
- C. Take vent cover down and clean and disinfect
- D. Clean corners in areas of responsibility using putty knife or brush to get dirt out
- E. Clean baseboards getting black marks off
- F. Change out cubical curtains
- G. Thoroughly clean venation blinds
- H. Washes inside windows of patient rooms
- I. Entrance doors and lobby windows are washed inside and out

6. Demonstrates knowledge of cleaning supplies (including chemicals) and manages supplies efficiently:

- A. Assures bottles are properly labeled at all times
- B. Replenishes supplies on cleaning cart i.e. paper towels, toilet tissue, chemicals, trash liners, rags, wet mop, etc.
- C. Clean mop bucket, pail and shelves
- D. Have cleaning cart ready for the next shift
- E. Have it looking presentable

**COMMUNITY HOSPITAL
ENVIRONMENTAL SERVICES AIDE**

7. Completes cleaning of Crash Carts as assigned.

- A. Completes one time per week every other Friday as scheduled
- B. Documents the cleaning on monthly tracking form and Quality Assurance sheet

8. Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education. Prefer high school diploma or equivalent training.

Interpersonal Skills. Strong customer service skills. Communicates well and supports the organization. Is able to communicate effectively in English, both verbally and in writing. Requires adaptability with regular interpersonal contact.

Decision-Making Ability. Work directed by detailed and specific instructions. Unusual situations are reviewed with a Lead and/or Director.

Analytical Ability. Routinely gather and interpret easily observable factual information from several sources. Concentrates and pays close attention to detail.

Required Physical Effort. Exerting 20-50 lbs of force occasionally and/or 10-25 lbs of force frequently.

Risks and Undesirable Workplace Conditions. Pleasant, well illuminated area. May be exposed to body fluids, punctures and falls. Must use standard precautions.