

Lutheran Services Carolinas Job Description

Job Title: Environmental Services Aide
Supervisor (title): Director of Environmental Services
Department: Environmental Services

Approved by:  **Date:** 11/11/19

Position Purpose/Summary:

The Environmental Services Aide is responsible, as assigned, for the cleanliness of the physical plant and environment so that it is safe, clean, presentable, and meets applicable standards.

Essential Functions (*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*)

1. Dust all areas and items as assigned.
2. Dry mop all areas as assigned.
3. Empty trashcans, clean trashcans if needed, replace trashcan liners.
4. Clean all bathroom fixtures as assigned.
5. Clean all walls as and when directed.
6. Clean all chrome fixtures as directed.
7. Remove all paper, etc., from the floors and place in the proper containers.
8. Report any needed repairs or light bulbs needing replacement to the Environmental Services Director or the Maintenance Director
9. Maintain a safe environment. Report any unsafe working areas or hazards to Environmental Services Director or Maintenance Director,
10. Report any accidents or incidents immediately to Environmental Services Director or designee.
11. Understand the purpose and use of emergency equipment and utilize as necessary.
12. Maintain confidentiality.
13. Maintain cordial and tactful behavior with residents, peers, and others.
14. Participate in educational programs as required.
15. Reflect LSC's mission, vision, values and customer service standards in daily interactions.
16. Complete other assigned duties as may be necessary for the orderly operation of the facility.

Supervisory Responsibilities, if any: None

Qualifications (Minimum Job Requirements):

Education: Ability to read, write, and understand instructions and directions.

Experience: Familiarity with cleaning/housekeeping concepts and standards.

Specific skills/abilities: Good visual acuity and ability to communicate effectively. Ability to work independently without supervision.

Specialized knowledge, licenses, etc.: N/A

Preferences (Optional):

1. High school graduate or equivalent.
2. Previous environmental/housekeeping experience preferred.

Working Conditions/Physical Requirements: *(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

1. Good visual acuity and ability to communicate.
2. Ability to lift up to 50 pounds occasionally and 10 pounds on a regular basis.
3. Ambulatory in an erect position, able to climb small step ladders, stoop, and bend at the waist repeatedly.
4. Occasional outdoor exposure. Exposure or potential exposure to blood and body fluids may be required.
5. Exposure to cleaning solvents and chemicals.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.