



# tandem health

**Job Title:** Environmental Services Technician

**Reports To:** Environmental Services Supervisor

## **Position Summary:**

The Environmental Services Technician is responsible for maintaining environmental and infection control standards within established policies and procedures of the Center. The position performs a variety of general cleaning tasks to maintain exam rooms, offices, bathrooms, waiting areas, hallways and other assigned areas of the facility.

## **Duties and Responsibilities:**

- Empties all wastebaskets including the bio-hazardous waste bins.
- Contains any emergency spills or accidents, using universal precautions and following infection control standards.
- Restocks the exam rooms and bathrooms accordingly (paper towels, bathroom tissue, hand soap, etc).
- Refills hand sanitizer stations throughout the Center.
- Dusts furniture, woodwork and equipment.
- Polishes and cleans fixtures in exam rooms, offices and bathrooms.
- Vacuums carpeted areas.
- Sweeps or dust mops tile, laminate and wood flooring.
- Wet-mops rooms, halls and other areas
- Cleans vents, fan fixtures, top of windows, doorframes and other high areas using a ladder.
- Gathers and disposes of trash and waste materials using specified bags or containers.
- Moves small furniture, such as chairs, to access floors for cleaning.
- Cleans and disinfects all fixtures, floors, mirrors, windows, doors and walls of bathrooms.
- Keeps work areas neat and orderly, cleans equipment and assists with other cleaning duties as assigned.
- Informs supervisor of all safety hazards found.
- Assists in providing PI reports for improving patient care, if appropriate.
- Performs other duties as assigned by supervisor.

## **Qualifications:**

High School Graduate or GED preferred. Must be able to perform multiple tasks. Must be able to relate to a variety of personalities at different developmental levels. Must be flexible as to the changing needs of the Center. Ability to prioritize tasks and manage time efficiently. Must be able to work as a team player at all times.



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**Physical Demands:**

Considerable standing and walking. Lifts supplies/equipment up to 50lbs occasionally, and/or up to 20lbs frequently. Considerable reaching, stooping, bending, kneeling, and crouching. Carrying, climbing and standing on ladders or step stools to clean light fixtures, moldings and other high areas.

**Work Environment:**

Highly stressful when dealing with individual personalities of co-workers, patients and their families. Very busy atmosphere. Potential for exposure to blood-borne diseases (Category I). Potential for exposure to chemical hazard (Category A)

**Employee Acknowledgement of Job Description:**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_