

<b>Position Title:</b>	<b>Environmental Services Associate</b>		
<b>Department/Group:</b>	Administration: Maintenance/Custodian		
<b>Level/Salary Range:</b>	\$10.00-11.00 per hour		
<b>Position Type:</b>	Part time		
<b>HR Contact:</b>	Rebecca Long		
<b>Applications Accepted By:</b>			
Ph: (517) 543-8101 Fax: (517)213-4010 Website: <a href="http://www.sensationsmemorycare.com">www.sensationsmemorycare.com</a> Subject Line: Part time Maintenance/Custodian Attention: Rebecca Long/Therese Fulgham		Mailing Address: Rebecca Long/Therese Fulgham Sensations Memory Care Residence 511 E Shepherd St Charlotte, MI 48813	
<b>Position Description</b>			
<p><b>Purpose:</b></p> <p>The overall purpose of the Environmental Services Custodian Associate is to provide assistance and/or to perform or cause to be performed any and all tasks assigned or requested by the Environmental Services Coordinator or the Administrator. The Environmental Services Custodian Associate will direct, organize, and perform tasks as directed to do so in accordance with policies and procedures, current federal, state and local standards, guidelines and regulations governing Sensations, and to assure that a quality environment exists throughout the entire facility and grounds.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Handle emergencies as they occur including Assistance in the emergency evacuation of residents.</li> <li>• Make repairs as needed on any and all equipment that is to be maintained by your department.</li> <li>• Contact appropriate outside contractors and/or services companies to make repairs to equipment they are responsible for.</li> <li>• Survey the interiors in all areas for repairs needed throughout.</li> <li>• Maintain grounds in accordance with policies and procedures.</li> <li>• Keep painted surfaces touched up as needed.</li> <li>• Maintain the building at 72-76 degrees.</li> <li>• Record temperatures on all refrigerators except for those in Culinary Department.</li> <li>• Keep corridors free from obstruction</li> <li>• Maintain fixtures and furnishings in good repair.</li> <li>• Change light bulbs and filters as needed.</li> <li>• Maintain walls, floors and ceiling tiles clean and in good repair.</li> <li>• Keep premises free of rodents and insects.</li> <li>• Maintain floors cleaning and resurfacing as needed.</li> <li>• Assist in the relocation move in and out process of resident rooms.</li> <li>• Assist other personnel and departments as requested.</li> <li>• Must know and follow all OSHA rules and regulations while performing tasks and assist others in the knowledge of doing the same.</li> </ul>			

**Working Conditions: (Must be able to work in these conditions with or without the Aid of mechanical devices)**

- Works in office areas as well as throughout the Environmental Services department areas (ie, bathing rooms, resident and staff rest rooms, dining rooms, resident rooms, activity rooms, etc.)
- Sits, stands, bends, lifts push, pull and moves in excess of 50 pounds intermittently during working hours.
- Subject to frequent interruptions, emotional and mental stress.
- Involved with residents, personnel, visitors, governmental agencies, under all conditions and circumstances.
- Subject to elderly, disable, ill, and at times hostile and emotionally upset residents, family members, etc.
- Communicates with all department head coordinators and Administrative staff.
- Works beyond normal duty hours, on weekends and in other positions temporarily when necessary.
- Attends and participates in continuing education programs.
- May be exposed to infectious waste, diseases, and conditions, including hepatitis B viruses.

**Education:**

- Must possess as a minimum, a high school diploma.
- Training on OSHA rules and regulations is helpful.

**Experience:**

- Previous environmental and maintenance work is preferred..
- Training in Sanitation and Infection Control Policies and Procedures.
- Experience in reading and understanding repair manuals.

**Specific Requirements:**

- Must be able to read, write, speak and understand the English Language.
- Must possess the ability to make independent decisions when circumstances warrant such action.
- Must possess the ability to deal tactfully with personnel, family, visitors, residents, governmental agencies and the general public.
- Must be a minimum of 18 years of age.
- Must be knowledgeable of environmental practices and procedures as well as the laws, regulation and guidelines governing OSHA, resident rights and cross contamination prevention.
- Must possess leadership ability and willingness to work harmoniously with and supervise professional and non-professional personnel.
- Must have ability to plan, organize, develop, implement and interpret the programs, goals, objectives, policies, procedures etc. of the Environmental Department.
- Must maintain the care and use of supplies, equipment, etc and maintain the appearance of the Environmental Service areas, must perform regular inspections of the entire facility for sanitation, order, safety and proper performance of assigned duties.
- Must have patience, tact, cheerful disposition and enthusiasm, as well as be willing to handle residents based on whatever maturity level they are currently functioning at.
- Must possess ability to seek out new methods and principles and be willing to incorporate them into existing practices.
- Must be able to read and interpret cost reports and financial documents and data.
- Must be able to relate information concerning a resident's condition.
- Must be able to place orders and pick up supplies and equipment as necessary.

**Acknowledgment:**

I have read this position description and fully understand the requirements as set forth therein. I hereby accept the position of the Environmental Services Aide and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at will and thereby understand that my employment can be terminated at will

by Sensations or myself and that such termination can be made with or without notice.

\_\_\_\_\_  
Date Signature Of Environmental Services Associate

\_\_\_\_\_  
Date Signature Of Administrator or designee

**Oral Review**

I certify that this Position Description was orally reviewed with me by \_\_\_\_\_

On \_\_\_\_\_, 20\_\_.

Signature of Environmental Services Associate \_\_\_\_\_

**Risk Exposure Categories:**

- 1- Tasks may involve exposure to blood/body fluids.
- 2- Tasks do not involve contact with blood/body fluids but could result in performing a Category 1 task.
- 3- Tasks do not involve any risk of exposure to blood/body fluids.

Position Risk Category= 2

**Hepatitis B**

The hepatitis B virus infects the liver and can lead to liver failure, cancer and death. The hepatitis B virus is 100 times more contagious than HIV which causes AIDS. Hepatitis B is spread through blood and other bodily fluids.

**Symptoms:**

The infection may not cause you to feel sick. You can carry the virus without knowing it and infect others. Some symptoms are like the flu making you lose your appetite, feel exhausted, have stomach cramps and throw up. If you are more seriously affected, your eyes and skin may turn yellow with jaundice and you may require hospitalization.

Hepatitis B is found in blood and body fluids. It can be spread by sexual contact, from mother to infant during birth and by tattooing or body piercing with unsterile equipment. Once caught, it has no cure. There is however, prevention in the form of the hepatitis B vaccine. This is a series of three injections over a three month period. If you request to be vaccinated, you will be sent to the Health Department. All injections must be given in order for the vaccine to be effective. The vaccination is costly so it is imperative that you complete the series once beginning.

I have read the information regarding Hepatitis B and by signing below I am signifying that I have already received the vaccination.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_