



Floor Tech JOB DESCRIPTION

Position Title:	Floor Tech	Exemption Status:	Non-Exempt
Job Classification:		Job Code:	
Department:	Housekeeping		
Reports to:	Director of Housekeeping		
Last Update:	May 21, 2015		

Job Summary

Under general direction, clean and maintain all carpeted and hard surfaces in the facility, performs preventative maintenance on special floor equipment.

Essential Functions

- Promote the mission, vision, and values of the organization
- Perform all assigned tasks in a professional manner in order to reflect the highest integrity of the Environmental Services Department.
- Perform cleaning and maintenance of all floors: tile, carpet , and brick flooring
- Complete work assignments in a timely manner.
- Utilize the appropriate chemicals and supplies according to procedure.
- Use and maintain equipment properly.
- Operate and maintain all equipment correctly and safely
- Observe safety precautions at all times, uses safety signs “wet floor”
- Ability to work without normal supervision
- Reports safety hazards as appropriate

Non-Essential Functions

- Perform other duties as assigned

Professional Requirements

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-services.

Qualifications

- High school diploma or equivalent
- Ability to communicate effectively in English

Knowledge, Skills, and Abilities

- Knowledge of environmental services
- Strong organizational and interpersonal skills
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

Physical Requirements and Environmental Conditions

- Working irregular hours including call hours
- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting patients
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.

General Sign-off

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date