

Job Title: Environmental Aide
Department: Environmental Services
Reports to: Environmental Supervisor

Job Summary - Maintain cleanliness of assigned areas providing for safety of residents and staff. Proper use of chemicals and machinery.

PART I Job Qualifications

- A. Education: Two years high school or equivalent.
- B. Work Experience: Prior training helpful but not essential - will train.
- C. Equipment Utilization: Floor cleaning machine, waxer buffer, Robbie vacuum cleaner.
- D. Physical Demands: Must operate heavy cleaning equipment, floor cleaning machine, wax, buffing machine.
- E. Special Skills/Licenses: None
- F. Training: Required ECCR Orientation & Inservices. Prior knowledge of machines helpful - will train.
- G. Communication Skills: Must read, speak and understand English. Good communication skills to be able to communicate with Supervisor, Environmental staff and others.

PART II Exposure to Hazardous Substances: See attached list.

PART III Job Duties/Responsibilities

	Essential (Y-Yes,N-No)	Frequency
Responsibility to <u>Residents</u>		
1. Respect privacy and rights of residents at all times. Knock on bathroom and bedroom doors before entering.	Y	D
2. Clean floors of designated areas (bedrooms, classrooms, living rooms, dining rooms as scheduled).	Y	D
3. Clean resident bathrooms as assigned.	Y	D
4. Maintain safe work area - equipment and materials out of reach of residents.	Y	D
5. Provide needed supplies for residents.	Y	D
6. Cooperate with ECCR and the department staff in any inspection or investigation.	Y	AAT

	Essential (Y-Yes,N-No)	Frequency
Responsibility to <u>Supervisor</u>		
1. Knowledge and responsibility for daily scheduled duties.	Y	D
2. Good communication with Supervisor and co-workers.	Y	D
3. Knowledge of ECCR regulations and rules.	Y	D

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|--|---|---|
| 4. Demonstrate proper use of equipment with regard to safety of residents and staff. | Y | D |
| 5. Keep chemicals properly stored and labeled and kept out of reach of resident. | Y | D |

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PART III Job Duties/Responsibilities

	Essential (Y-Yes,N-No)	Frequency
Responsibility to <u>Staff</u>		
1. Communicate with co-workers and other departments.	Y	D
2. Follow safety regulations at all times.	Y	D
3. Restock bathrooms with needed supplies.	Y	As needed
4. Maintain clean working area bathrooms and staff dining areas.	Y	As needed
5. Accept deliveries and distribute packages and packing slips to business office or designated area.	Y	As needed

	Essential (Y-Yes,N-No)	Frequency
Responsibility to <u>Self</u>		
1. Observe ECCR rules at all times.	Y	D
2. Follow safety rules for proper use of equipment and materials.	Y	D

3. Attend continuing education programs.

Y

D

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HAZARDOUS SUBSTANCES

ENVIRONMENTAL AIDE

ENVIRONMENTAL SERVICES - HOUSEKEEPING

Airwick Enhance
Cen-Kleen IV (Shower Trolley Cleaner)
Comet Cleanser
Epicare Antimicrobial Soap
SaniMaster III
WallGlide
Glassclene
Light Duty Cleaner IV
Solvoil w/Citrus
KinSan dust Mop Treatment
Fiber Fresh Extraction Cleaner

Floor Star Spray Buff
Floor Start Sani Shine
Floor Star Endure
Floor Star BFR (Baseboard Finish Remover)
Bowl Care
Bowl Care Plus
Bowl Care Descaler
Odorgo
Scrub N Shine
Floor Star TFR Stripper

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