



JOB TITLE:	Floor Technician
DEPARTMENT:	Environmental Services
DATE ISSUED:	July 1999
DATE REVISED:	May 2012

JOB SUMMARY:

According to established procedures, cleans and services building areas, dining rooms and lounges to maintain the facility in a neat, orderly and sanitary condition. and performs a variety of environmental service duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Strip and wax floors, carpet care, power scrubbing, burnishing floors, and carpet tours of facility.
- Cleans spots from carpets on daily basis using appropriate machine.
- Requests cleaning supplies and equipment as needed. Keeps carts supplied.
- Operates various types of cleaning equipment both mechanical and electrical, i.e. wringers, scrubbers, vacuums, burnisher, side by side, carpet machines.
- Cleans equipment and notifies manager of equipment needing repair. Report safety hazards to manager.
- Cleans equipment and ensures all items are replaced in an orderly manner.
- Collects clothing protectors from dining room to laundry.
- Confidentiality critical.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attends meeting and training seminars as required.
- Will be required to assist resident with meals on any unit as assigned by department head or nursing supervisor after completion of mandatory meal assistant training.
- Performs other duties as assigned.

WORKING CONDITIONS:

Works in a clean, well heated, lighted, and ventilated building. Prolonged standing and walking. Repeated bending, squatting, and stooping. Exposure to all patient elements, odorous chemicals, and cleaning agents. Moves heavy furniture and equipment. Climbs ladders. Pushes and pulls wet and dry mops along with other cleaning and buffing equipment.

QUALIFICATIONS NECESSARY TO PERFORM ESSENTIAL DUTIES AND RESPONSIBILITIES:

High School graduate or equivalent preferred. Must have the ability understand written and oral instruction as well as to learn, understand, and add new methods of work to position. Know or have ability to learn how to clean and operate cleaning equipment. Must have ability to relate to residents, their families, visitors, and other staff in positive, cooperative manner. Must be able to perform the physical requirements of job. Must be able to perform the essential functions of the position without posing a direct threat of harm to themselves, others or property. Must adhere to St. Paul's personnel policies and practices including, but not limited to, the attendance requirements.

SUPERVISION GIVEN:

None

SUPERVISION RECEIVED:

Under the direct supervision of the Director of Environmental Services.

The Occupational Safety and Health Administration mandates that all Health Care facilities have a written Exposure Control Plan on Blood Borne Pathogens and Other Potential Infectious Materials in place and available for all persons to review as needed. As a part of this plan a copy of the Task Evaluation and Classification Form must be made a part of each job description. The next page of this job description is a copy of that form. It indicates the tasks likely to be performed during this job, the type of body fluid/substances to which exposure is likely, volume, probability of exposure, route of exposure and protective barriers which are to be employed. All persons hired will be fully trained on the Blood Borne Pathogens and Other Potential Infectious Materials Exposure Control Plan on the day of hire or prior to initial assignment. Along with this training all persons will be provided with a copy of the Task Evaluation and Classification Form related to job description.

Employee Name (please print) _____

Employee Signature _____ *Date* _____

PHYSICAL CAPABILITIES NECESSARY TO PERFORM ESSENTIAL JOB FUNCTIONS

POSITION TITLE - _____

Environmental Services

	Seldom 0-1 hours	Occasionally 1-3 hours	Often 3-6 hours	Frequent - Over 6 hours	Constant
LIFTING:					
0 - 20 pounds			X		
20 - 50 pounds			X		
50 - 100 pounds	X				
Over 100 pounds	X				

REACHING		X			
STANDING			X		
WALKING			X		
SITTING	X				
CLIMBING			X		
BENDING/STOOPING			X		

MOVING/PUSHING/PULLING:					
0 - 20 pounds			X		
20 - 50 pounds			X		
50 - 100 pounds		X			
Over 100 pounds	X				

GRASPING/HOLDING WITH HANDS		X			
USING FEET FOR REPETITIVE MOVEMENT	X				
EXTREMES of HEAT	X				
EXTREMES of COLD	X				
DRIVING	X				

Task Evaluation and Classification Record

Dept. Housekeeper, Floor Technician

Date: Revised May 2012

All employees in this position have occupational exposure.

* AS NEEDED - DESIGNATES MUST BE WORN IF DANGER
OF SPLASHING IS LIKELY.

Task/Procedure	Type of Body Fluid/Substance To Which Exposure Is Likely								Volume			Probability of Exposure			Route of Exposure			Protective Barriers To Use When Performing Procedures				
	Blood	Semen	Vaginal Secretions	Urine	Feces	Saliva	Nonintact Skin	Mucous Membrane	Small	Moderate	Large	Low	Moderate	High	Percutaneous	Mucous Membrane	Cutaneous	Hand-washing	Gloves	Gown/ Apron	Mask	Eye-wear
Cleaning Bathroom / Res. Room	X	X	X	X	X	X				X				X			X	X	X	As needed		
Cleaning Incontinent Spills	X			X	X				X					X			X	X	X	As needed		
Cleaning Blood Spills	X							X						X			X	X	X	As needed		
Cleaning Waste Containers				X		X		X				X					X	X	X			
Cleaning Isolation Rooms	X	X	X	X	X	X			X					X			X	X	X	X	Resp. Isol.	As needed
First Aid/ Emergency Care	X						X	X			X						X	X	X			
Risk of Needle Stick	X							X			X						X	X				
Removal of Waste	X	X	X	X	X	X			X				X				X	X	X	As needed		
Feeding Residents						X		X			X						X	X				