Three Pillars

JOB DESCRIPTION

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| --- | --- | --- |
| Job Title Floor Tech | Department Housekeeping | |
| Reports To Housekeeping/Laundry Manager | Review Date | Exempt  Non Exempt |
| I have reviewed and agree to the contents of this job description  (Signature & Date) | | |
|  | | |

1. **Position Summary**:

Responsible for continued floor care including but not limited to vacuuming, sweeping, mopping, carpet extraction and other duties as assigned by manager.

1. **Principle Accountabilities**:

**\* = Essential Functions**

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| --- | --- | --- | --- |
|  | | **Frequency** | **Weight (%)** |
| A. | Floor Care Responsibilities | Daily | 70% |
| 1.\* | Vacuum, sweep, mop, clean carpets in daily traffic areas |  |  |
| 2.\* | Clean carpet in resident rooms, and public areas as directed or scheduled |  |  |
| 3.\* | Scrub areas according to schedule of duties for all areas of campus. |  |  |
| B. | Laundry Assistance | Daily | 15% |
| 1.\* | Take soiled linens from MCHR, VOS and Cp to laundry building daily at scheduled times. |  |  |
| 2.\* | Pickup and delivery of clean linens to MCHR, VOS and CP. |  |  |
| 3. | Trash removal from CP to dumpster |  |  |
| C. | Safety | Daily | 10% |
| 1.\* | Maintain a clean and safe work environment. Follow state and federal regulations, and Three Pillars policies and procedures related to infection control, standard precautions, etc. |  |  |
| 2.\* | Ensure machinery and equipment are in proper working order |  |  |

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| --- | --- | --- | --- |
|  |  | **Frequency** | **Weight (%)** |
| D. | Other Responsibilities | Daily | 5% |
| 1. | Sweep and mop in dining room at lunch M-F at MCHR |  |  |
| 2.\* | Vacuum hallways and all high traffic areas |  |  |
|  |  |  |  |
| 3. | Participate in facility meetings as needed. |  |  |
| 4. | Achieve satisfactory performance in all performance evaluation areas. |  |  |
| 5. | Keep current with job standards through in-service training, continuing education, personal and professional development. |  |  |
| 6. | Continually seek opportunities for Quality Improvement. |  |  |
| 7. | Actively recognize and appropriately respond to customer needs. Report any issues related to the residents to your manager for appropriate action and persons to be contacted. |  |  |
| 8. | Other duties as assigned by manager. |  |  |

1. **Qualifications**:

1. Minimum education, certification and/or licensure: None

2. Physical requirements: Able to lift objects weighing up to 35 pounds frequently. Able to push or pull carts weighing up to 60 pounds frequently. Bend, reach and stand most of the day.

3. Mental requirements: Able to read product labels and follow the directions. Read and speak English. Handle hostile or emotionally upset residents, staff, family members etc. Able to work with limited supervision.

4. Experience: Prefer hotel or health care experience, will train.

5. Computer knowledge: N/A

1. **Working Conditions**:

1. Exposure to blood borne pathogens risk category:  I  II  III

2. Work primarily:  Indoors  Outdoors