



## TOIYABE INDIAN HEALTH PROJECT OFFICIAL POSITION DESCRIPTION

### ENVIRONMENTAL SERVICE WORKER

<i>Program:</i>	<b>Administration</b>	<i>Salary:</i>	<b>\$33,306 – 44,860</b>
<i>Supervisor:</i>	<b>Lead Maintenance/Safety Officer</b>	<i>Salary Range:</i>	<b>2</b>
<i>FLSA Status:</i>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<i>Position Type:</i>	<b>Regular Full-Time</b>

TIHP Board Approved: 3/04/2022

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### POSITION DESCRIPTION

Responsible to provide the day-to-day cleaning services ensuring provision of the highest standards of sanitary conditions of all facilities in accordance with applicable safety, sanitary and disinfectant standards for health care facilities.

### ESSENTIAL DUTIES & RESPONSIBILITIES

- Provides cleaning services and restocking of supplies to all assigned facilities, departments or areas as assigned on a daily basis according to the cleaning needs of the department and per operational days. Use of task checklists for the documentation of daily cleaning and maintaining proper logs and tracking sheets as necessary for review by supervisor.
- Use of proper cleaning solutions and proper personal protective equipment (gloves, etc.) as identified to ensure appropriate sanitizing and disinfecting of all facilities/areas and ensure personal safety from potential exposure to contaminate/infectious waste.
- Must refer to MSDS sheets for proper cleaning and use of solutions/products used. Solutions must meet Indian Health Services standards and if not contained in original bottles, must be labeled per IHS environmental specifications. Shall work closely with the TIHP Safety Officer for compliance.
- Ensures quality services provided for a clean, safe environment for patients, staff and visitors.
- On an ongoing basis is responsible to keep utility closets clean and neat and organized.
- Ensures all equipment is maintained in good condition; responsible for maintaining proper rotation and cleaning of mop heads, cleaning cloths, and towels, including those to be laundered as necessary or disposed of and replacement supplies purchased.
- Work closely with the Procurement-Inventory Specialist for the ordering of supplies and equipment as necessary and in a timely manner to ensure adequate amount of supplies on hand at all times.
- Communicates necessary information, problems or concerns to supervisor. Responds promptly to requests for assistance in special cleaning needs including any necessary work/prep for quarterly floor cleaning services.

- Other facility related duties as assigned. Provides all duties in a professional manner and in accordance with policies and procedures.
- Related duties as assigned.

### **REQUIRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- High School Diploma or equivalent.
- Possess a High School Diploma or equivalent.
- Possess general experience or knowledge in the field of janitorial services; or willingness to learn proper cleaning technique to perform the duties. Experience with professional service cleaning of a medical facility desired.
- Must possess Blood borne pathogens training or willingness to obtain within 30 days of hire.
- Have the ability to interpret and follow administrative supervision and exercise independent judgement during the after-hours work schedule with minimal supervision.
- Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
- Cardiopulmonary resuscitation (CPR) certified or obtain within three months of hire.

### **PREFERRED EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:**

- Prior experience
- Bi-Lingual/Spanish Speaking

### **ALL TIHP EMPLOYEES ARE EXPECTED TO:**

- Provide the highest possible level of service to clients.
- Promote teamwork and cooperative effort among employees.
- Abide by all immunization and infection control policies.
- Maintain safe practices.
- Abide by the current and future TIHP Policies and Procedures, as they may from time to time be updated.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 2% of time is spent working at a desk. Balance of time (approximately 98%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, members of outside agencies, in person, by telephone, and by email. Vision: Ability to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing no more than 60 pounds. Stooping / Kneeling: Ability to access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment; continuous contact with other staff and the public.

## EMPLOYMENT INFORMATION

**INDIAN PREFERENCE:** Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Toiyabe Indian Health Project, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

**EQUAL OPPORTUNITY EMPLOYER:** TIHP does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, genetics or membership or non-membership in any employee organization, except as allowed by Federal and/or Tribal Law.

**NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:** TIHP is committed to maintaining a drug free and alcohol free workplace. TIHP believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of TIHP.

**HIPAA Health Insurance Portability and Accountability:** This act was enacted to deal with these main areas with regard to patient information. Uses and Disclosures for Treatment, Payment, and Health Care Operations (45 CFR 164.506) are also covered under this act. HIPAA

- Security of Private Health Information
- Standards of Electronic Transactions
- Privacy of individually identifiable health information
- Ready access to treatment and efficient payment for health care, both of which require use and disclosure of protected health information, are essential to the effective operation of the health care system. In addition, certain health care operations—such as administrative, financial, legal, and quality improvement activities—conducted by or for health care providers and health plans, are essential to support treatment and payment.

**DRIVING RECORD:** Employees must have a valid Driver License and be insurable under THIP's vehicle insurance program.

**BACKGROUND CHECKS:** All employees must be able to pass a background check per Toiyabe's Background Check Policy.

***Toiyabe Indian Health Project is an At-Will Employer. Either the employee or TIHP can terminate the employment at will, without advance notice, at any time, with or without cause.***

## EMPLOYEE RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of this approved position description. The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The Board of

Directors reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change. I have discussed any questions I may have about this position description prior to signing this form.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*This acknowledgment will be placed in the employee's personnel file and copy given to employee.*