

**Toiyabe Indian Health Project, Inc.**

**POSITION DESCRIPTION**

**POSITION:** Environmental Service Worker

**SALARY:** TSS 5

**SUPERVISOR:** Lead Maintenance Person

**WORK STATION:** Bishop

**NON-EXEMPT**

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**POSITION SUMMARY:** 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.

**QUALIFICATIONS:**

1. Possess a High School Diploma or equivalent.
2. 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.
3. Must possess Blood borne pathogens training or willingness to obtain within 30 days of hire.
4. Must possess CPR certification or obtain within 90 days of hire.
5. Have the ability to interpret and follow administrative supervision and exercise independent judgement during the after-hours work schedule with minimal. supervision.
6. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs and socioeconomic needs of the Indian community.
7. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

**DUTIES & RESPONSIBILITIES:**

1. 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.
2. 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.
3. 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.
4. Ensures quality services provided for a clean, safe environment for patients, staff and visitors.
5. On an ongoing basis is responsible to keep utility closets clean and neat and organized.

6. 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.
7. Work closely with the Property/Motor Pool Clerk 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.
8. 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.
9. Contractor shall be on-call for emergency janitorial services; current contact numbers of cleaning staff need to be provided for on-call emergency situations.
10. Other facility related duties as assigned. Provides all duties in a professional manner and in accordance with policies and procedures.

**Description reviewed: Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_