



Position Description

ENVIRONMENTAL SERVICES AIDE

Entity:	Masonic Homes of California	Payroll Type:	Non-Exempt
Department:	Environmental Services	Supervisory:	No
Reports To:	Environmental Services Manager	Work Status:	Full Time
Location of Job:	Union City	Revised:	3/30/2016

Position Held By: _____ **Regular Hours:** 40 hours per week

Schedule: Varies
Occasional overtime, some weekends and evenings may be required

JOB CULTURE

The Masonic Homes of California are committed to a culture of Leadership. Our culture is to provide superior service to members, residents and staff through a sound and progressive model of service and care which aligns our mission, vision and operations. We demonstrate excellence in core services and place value on high quality job performance, professional development, effective time management, budget management, workplace safety and resident/employee satisfaction. We are dedicated to disciplined innovation and continuous quality improvement – we are a learning company. We are committed to sharing our knowledge and being an organization that attracts the best and brightest talent. We are team-oriented, caring and honest.

JOB SUMMARY

Performs assigned Housekeeping tasks within the Masonic Homes as directed.

ESSENTIAL FUNCTIONS

- Receives and follows written and verbal Housekeeping schedules and instructions from Supervisor or Manager.
- Cleans assigned and scheduled common areas.
- Clean and disinfects areas as assigned to include furniture, walls, common restrooms, offices,

resident rooms, common areas, glass, doors, nursing stations, dining rooms, and any other area requiring disinfecting or cleaning.

- Clean resident apartments. To include bathrooms, sinks, showers/tubs, toilets, counter, walls and mirrors, windowsills, pictures on walls, doors, closets, dressers, night stands and telephones.
- Removes all trash from apartments and common areas, insures trash containers are clean and then relines container with appropriate liners.
- Cleans and sets up guestroom apartments upon guest vacating room.
- Properly cleans any biohazard spill or immediately; informs supervisor or director if a hazard exists.
- Always puts out “wet floor” signs prior to wet mopping common areas, or puts out “wet floor” signs in case of flood, spills or overflow.
- Maintains a good working relationship with fellow workers or supervisors.
- Works safely on a daily basis. Does not endanger fellow workers, staff or residents.
- Responds to emergencies and cleans affected area as required.
- Informs and turns in any and all malfunctioning equipment to supervisor or director.
- Reports and responds to any and all safety issues requiring attention.
- Understands, learns, and follows all Safety Data Sheets as written.
- Maintains Housekeeping cart and Housekeeping closet in a clean and safe manner at all times.
- Handles and disposes of infectious waste safely and properly at all times.
- Maintains a good working relationship with co-workers.
- Regular attendance.

Expectations:

- Completes work and projects in a timely manner, as determined by supervisor/manager.
- Follows through on assigned work and projects to completion. Communicates to management any problems or issues that are encountered.
- Regularly identifies and reports necessary facility or equipment issues to management.
- Seeks additional work when assigned work and projects are completed.
- Takes care in completing quality work in a professional manner.
- Follows direction from supervisor, learns by following directions and policies established.
- Flexible in covering other shifts and schedules as needed.

SKILLS, ABILITIES AND EXPERIENCE

- Must have a minimum of six months experience in a comparable position.
- Able to take written and verbal instructions from supervisor or manager.
- Schedules and assignments are subject to change to meet the needs of the Masonic Home.
- Ability to read, speak and write in English.

EDUCATIONAL REQUIREMENTS/LICENSES/CERTIFICATES

Any combination of education and experience that would provide the necessary knowledge and abilities listed, typically:

- High School diploma or equivalent

OBRA & TITLE 22 REQUIREMENTS

Ensures that residents' rights to fair and equitable treatment, self determination, individuality, privacy, property and civil rights, including the right to wage a complaint, are well established and maintained at all times.

Maintains **confidentiality** of appropriate resident care information to assure their rights are protected.

Reports all incidents/accidents, unsafe and hazardous conditions/equipment immediately. Follows established safety rules and regulations. Maintains work area in a clean, orderly and safe manner.

EQUIPMENT/MACHINES/WORK AIDS

Janitor/housekeeper carts	Vacuum	Mops and buckets
Wet floor signs	Cleaning chemicals	Stepladders
High/Low dusting equipment	Dust pans	Brushes
Brooms		

ENVIRONMENTAL CONDITIONS

Temperature controlled indoor modular office space. Hazardous Environmental - possible exposure to human body fluids requiring use of Standard Precautions.

PHYSICAL REQUIREMENTS

- Standing - Continuously - up to 10 minutes
- Walking - Continuously- up to 4 hours
- Sitting - Occasionally - up to 15 minutes
- Lifting -Frequently - (over 30 lbs.)
- Bending - Frequently - up to 2 minutes
- Lying - Never
- Twisting - Frequently
- Reaching/Stretching -Rarely
- Pushing, Pulling, Dragging -Occasionally - 50 yards
- Climbing - Occasionally - 5 minute
- Balancing - Never
- Kneeling/Crouching/Squatting -Occasionally - up to 5 minutes
- Use of feet (other than walking) – Occasionally
- Use of hands - Requires simple grasping, firm grasping or fine manipulation with

dominant/non-dominant hand or with both hands.

- Hearing - Requires the ability to hear at close proximity (0-5 feet), at a distance up to 20 feet and to hear in both ears.
- Vision - Requires clarity of vision at 20 inches or less, 20 feet or more, accommodation of eye to focus clearly at varying distances; ability to judge distances and spatial relationship

This job description has been developed to identify some of the duties and responsibilities of this position. It is not intended to limit or encompass all duties and responsibilities of the position.

MHC at its sole and absolute discretion, expressly reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this and all job descriptions.

ACKNOWLEDGMENT

I have read the above requirements and duties of the position and by my signature as noted below hereby accept these conditions of employment of the Masonic Home at Union City.

Employee

Supervisor

Date Signed

Date Signed