

## **Environmental Services**

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<b>Job Title:</b>	Environmental Services
<b>FLSA Classification:</b>	Non- Exempt
<b>Department:</b>	Operations
<b>Supervisor:</b>	Facilities and Safety Officer

### **Job Summary**

Under the supervision of the Facilities and Safety Officer, the Environmental Services representative oversees the cleaning and organization of the Innovative Integrated Health facility and offices.

### **Job Description**

Duties include, but are not limited to:

- Adhere to the company policy on confidentiality within the ADHC center as well as adhere to all program policies and procedures.
- Perform a variety of cleaning activities such as sweeping, mopping, dusting and polishing
- Ensure all rooms are cared for and inspected according to standards
- Protect equipment and make sure there are no inadequacies
- Notify superiors on any damages, deficits and disturbances
- Deal with reasonable complaints/requests with professionalism and patience
- Check stocking levels of all consumables and replace when appropriate
- Adhere strictly to rules regarding health and safety and be aware of any company-related practices
- Understand and locate the SDS sheets in the facility. Understanding of how to read these documents and adhere to their safety guidelines when handling cleaning products.
- Proper use of cleaning chemicals according to label directions.
- Attends appropriate meetings, and trainings as needed.
- Available to assist on the ADHC floor, when needed.

### **Job Specific Duties**

- Assist to ensure the daily activities and administrative functions of the front desk are completed in a sensitive, highly visible and dynamic environment, requiring management of multiple and rapidly changing priorities.

- Demonstrate strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills and the ability to build relationships with staff and members.

### **Key Competencies**

- Attention to detail
- Reliability
- Listening Skills
- Adaptability
- Planning and Organizing
- Team Work
- Integrity
- Honesty

### **Non-Essential Job Functions**

- Attend and participate in staff meetings, in-services, projects, and committees as assigned.
- Adhere to and support the center's policies, practices, and procedures.
- Accept assigned duties in a cooperative manner; and perform all other related duties as assigned.
- Be flexible when work schedule is altered to address participant needs.

### **Working Conditions and Physical Demands**

The working conditions and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to access all areas of the center throughout the workday.
- Ability to lift up to 35 pounds occasionally, 15 pounds frequently, and 7 pounds constantly; required to obtain assistance of another qualified employee when attempting to lift or transfer objects over 25 pounds.
- Requires constant hand grasp and finger dexterity; frequent standing, walking and repetitive leg and arm movements, bending, reaching forward and overhead; squatting and kneeling.
- Ability to communicate verbally with an excellent comprehension of the English language.
- Work is generally performed in an indoor, well-lighted, well-ventilated, heated, and air-conditioned environment.

### Experience

- Minimum of one (1) year of documented experience working with a frail or elderly population.

### Knowledge, Skills, and Abilities

- Excellent planning and supervision abilities.
- Strong verbal, written, and presentation skills
- Ability to work effectively and harmoniously with staff, elderly, public and private agencies, governmental officials, providers of services, and peers.
- Energetic, well organized, dependable, flexible, and resourceful.

### Education and Certification

- High School Graduate or completion of a GED program
- CPR certification
- Is medically cleared for communicable diseases and has all immunizations up-to-date before engaging in direct participant contact

### Core Values

- **Respect** at the core of our interactions.
- **Honesty and Integrity** with every endeavor
- **Patient – Centered** care aligned with participant values, beliefs, and preferences.
- **Encouragement** that motivates and empowers others to be the best they can be.
- **Quality Care** that is efficient, transformative and innovative.

### Acknowledgment

**I have read** the above Environmental Services job description and fully understand the requirements set forth therein. I meet all the requirements of this position, and I can perform all essential functions of the job with or without reasonable accommodations. I agree to abide by the requirements set forth in this document.



**I understand** the contents of this job description are presented as a matter of information only and as guidance as to the expectations of Innovative Integrated Health for this position. This job description is not intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period of time or for any specific type of work. Furthermore, Innovative Integrated Health reserves the right to interpret, amend, modify, or cancel or withdraw any or all sections or provisions of this job description at any time with or without notice.

**I understand** that employment at Innovative Integrated Health is “at will”, meaning that employment is for no definite period of time and may be terminated by me or Innovative Integrated Health at any time and for any reason.

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Employee Print Name

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Employee Signature

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Date

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.