

## **Job Description**

Position Title: Environmental Service Attendant

Department: Environmental Services

Reports To: Environmental Services Supervisor

### **Organizations Mission, Vision, and Values**

Our purpose is to provide an affordable home with assisted living services allowing older adults to live in a safe, caring, and supportive environment while maintaining their dignity, independence and purpose. We strive to be a person-centered organization based on resident self-determination. Accordingly, the primary purpose of your job is to promote the health and well-being of all individuals living in the community and treat it as their home. It is essential that you have a genuine interest in being a contributing member of a team that cares for and works with older adults. A critical function associated with your position is the daily enactment of person-centered care values by treating everyone with dignity, respect, courtesy, compassion and care.

### **Position Summary:**

The ES Attendant serves as a key member of the community leadership team who works closely with residents, staff and families. The primary purpose of your job position is to perform the day-to-day activities of the Environmental Department in accordance with current federal, state, and local standards, guidelines, and regulations governing our community and to ensure that our community is maintained in a clean, safe, and sanitary manner to meet the needs of the individuals living in the community. Your primary objective is to provide person-centered care to, and advocate for, individuals living in the care community to the full extent of your training.

Key Duties and Responsibilities:

### **Leadership**

- Attend to the daily housekeeping needs of the community in a way which demonstrates respect for individuals and their property.

### **Psychosocial Support**

- Observe and Recognize that behavior is communication for those who cannot communicate properly.
- Encourage individual involvement in the community.

### **Individualized Care**

- Solicit the preferences of each individual regarding the time and manner in which they would like housekeeping assistance.
- Help individuals maintain independence by honoring their abilities, dignity and self-worth by including their participation in the daily chores and routines of the community.
- Handle individual's belongings in a respectful way that insures care and cleanliness.
- Ensure that items remain in good condition and are not lost.

- Assist with individual's room changes and re-arranging furniture and personal items.
- Ensure that rooms are set-up, clean, and pleasant for new resident moving in as per admission schedule.
- Clean bed rooms, bath rooms, lobbies, lounges, elevators, stairways and offices; dust furniture and equipment; clean windows, window sills, lights; empty trash baskets and remove trash; clean showers, sinks mirrors, and similar items; replenish supplies of soap and towels; clean and polish glass panels, doors partitions, in accordance with infection prevention.
- Wash walls, ceiling, woodwork, windows, door panels, and sills.
- Set up rooms/areas according to submitted plan and activity time schedule.
- Change linens weekly or as needs.
- Clean, mop, floors; vacuum carpet, hallways, offices, upholstered furniture and draperies.
- Assist other staff as needed with meal set up and clean up.
- Keep utility storage rooms in good order by cleaning lockers and equipment, arranging supplies, and sweeping and mopping floor.
- Perform assigned tasks in accordance with established department procedures.
- Store individual's clothing/properly as requested.
- Answer all requests for assistance promptly and frequently observe individuals who are unable to call of help independently.

### **Collaboration**

- Develop methods for coordinating housekeeping services with the multidisciplinary healthcare team to ensure that individuals' preferences are honored.
- Participate in maintaining the housekeeping budget and be fiscally responsible for the products and supplies for the community.
- Participate in events and activities of the organization.

### **Documentation**

- Label clothing and belongings as requested.
- Assist the Environmental Services Supervisor to conduct inventory for products and supplies, and completes documentation from vendor for floor cleaner, waste baskets, brooms, mop handles, mop rags, dust pans, toilet mops, brushes and holders, vacuum cleaner bags etc.
- Report grievances or concerns on behalf of the resident/families.

### **Education / Experience**

- Participate in continuing education opportunities
- Participate in educational programs that provide information on person centered care, engagement, team work and leadership, and care services.
- Assist the Environmental Service Supervisor to train new staff regarding housekeeping supplies and products as requested.

### **Employment Requirements:**

- Bilingual English & Spanish (verbal and written)
- High School Diploma or GED equivalent.
- Must have knowledge and at least 6 months experience in institutional/hotel housekeeping.
- Home Health Aide / Certified Nursing Assistant
- Remain current with mandatory training.
- Computer skills, basic.

**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 the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of their job.

- While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to talk or hear. The employee must occasionally lift and/or move up to 30 pounds.

**Work Environment:** The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly exposed to fumes or airborne particles. The employee is occasionally exposed to wet or humid conditions (non-weather) and toxic or caustic chemicals. The noise level in the work environment is usually moderate. Ability to be flexible with their schedule.

Team members assuming this position are expected to adhere to and advance the vision, mission, values and principles of this community. Job description is subject to annual review and updated as necessary. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

I \_\_\_\_\_ have read the above job description, possess the required skills, and fully understand the essential functions and conditions set forth therein regarding the job of ES Attendant at Residential Plaza at Blue Lagoon. I agree to perform these duties to the best of my ability.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description has been approved by all levels of management:

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

HR: \_\_\_\_\_

Date: \_\_\_\_\_

