HOSPITAL ENVIRONMENTAL SERVICES AIDE

DEFINITION
Under supervision, cleans, maintains and keeps assigned areas of Natividad Medical Center (NMC) in sanitary condition; performs related work as required.

DISTINGUISHING CHARACTERISTICS
This is the journey-level class in the Hospital Environmental Services Aide (ESA) class series. Positions in this class are assigned to the Environmental Services Department at Natividad Medical Center, to perform routine work in the maintenance of cleanliness and sanitary standards appropriate to a Hospital. Assignments may be to specific departments such as OR (Operating Room) or NICU (Neonatal Intensive Care Unit) or may be general, such as office areas, waiting rooms, floors and hallways.

The Hospital Environmental Services Aide class is distinguished from the next higher class of Hospital Senior Environmental Services Aide in that the latter is the lead class responsible for overseeing the daily work of ESA’s, performing cleaning work, training new Hospital Environmental Services Aides and providing supervision in the absence of the Hospital Supervising Environmental Services Aide.

The Hospital Environmental Services Aide series is distinguished from the Custodian series in that the former is responsible for maintaining aseptic conditions, in accordance with NMC Policy, The Joint Commission and other regulating bodies that govern hospital, medical center and operating room cleanliness. Incumbents in the ESA class are also responsible to properly dispose of needles, biohazardous waste, radiation materials and other potentially harmful substances.

EXAMPLES OF DUTIES
Nothing in this specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Depending on the assignment, the incumbent:

1. Collects waste from assigned areas of Hospital including medical biohazardous materials, pathology materials and “sharps” in accordance with Hospital Infection Control policies.
2. Collects and transports contaminated and dirty laundry; delivers laundry to vendor collection site.
3. Maintains a safe work environment, including but not limited to, use of equipment and supplies, observation of safety hazards, including contraband and unusual patient activities and notifying supervisor of findings while maintaining confidentiality and professional boundaries.
4. Sweeps, scrubs, and mops floors; strips, waxes, and polishes floors using light and heavy powered scrubbers and buffers; Vacuums, spot cleans, and shampoos rugs, using light and heavy vacuum cleaners, and in accordance with approved methods of carpet cleaning; Adjusts, cleans, and oils these machines, and changes brushes, rollers, buffers, and other attachments on them.
5. Cleans and disinfects patient rooms, restroom, beds and other furniture; moves hospital and office furniture.
6. Cleans and disinfects medical equipment specific to assigned area, including but not limited to IV pumps, patient monitors, feeding tube machines, baby warmers, anesthesia equipment and others.
7. Washes, dusts and polishes furniture, woodwork and shelves; empties and cleans waste receptacles; cleans walls, fountains, and windows; dusts all intake and exhaust vents, light fixtures and other furnishings; picks up and stocks supplies.
8. Maintains security of building as appropriate, locks doors and turns off lights; keeps utility storage area and custodial equipment clean and in good order; makes reports on areas in need of repair and of safety hazards; some positions may raise and/or lower the flag.
fountains. Sanitizes garbage cans. Dusts ledges and woodwork. Replaces deodorizers, toilet tissue, hand
towels, and soap. Note condition of restroom and reports to supervisors broken window, water leaks,
clogged drains, and other conditions requiring maintenance

10. Responds to emergency situations such as water leaks, clogged sinks, and sewer back-ups as required.
11. Maintains simple records such as time of rounds or a description of incidents
12. Observes and reports conditions which may indicate vandalism, illegal entry or fire hazard
13. May change and hang clean curtains, drapes and cubicle curtains, move furniture and equipment for
   cleaning and rearrangement, and replaces lights in a hospital setting
14. Assists in the setup of meeting rooms
15. May be required to operate a motor vehicle
16. May oversee the work of volunteers and trainees
17. Other duties as assigned

QUALIFICATIONS
A combination of experience, education, and/or training which substantially demonstrates the following
knowledge, skills and abilities:

Knowledge and Skills:
Working knowledge of:

1. Methods, supplies and equipment used in sanitizing, cleaning and maintaining hospital equipment,
   rooms, and buildings
2. Typical biohazards in a hospital setting
3. Hospital protocols and priorities regarding the clean up of spills, blood, etc.
4. Safe working practices and techniques

Some Knowledge of:
1. Computers and computer programs, sufficient to complete required online trainings and updates

Skill and Ability to:

1. Use and maintain janitorial equipment and tools properly
2. Apply approved methods of cleaning to everyday cleaning assignments
3. Learn appropriate methods of sanitizing new and/or specialized equipment
4. Use power cleaning equipment including but not limited to vacuum cleaners and buffing machines
5. Perform a variety of manual tasks
6. Plan and complete assigned duties on a regular schedule
7. Comprehend, read, write, and understand English at a level sufficient to read and understand signs,
   labels, work schedules and follow oral and written directions
8. Successfully complete required online and classroom trainings
9. Observe safe work practices and procedures
10. Understand and carry out oral and written directions
11. Maintain cooperative relationships with coworkers, the public, and all others contacted through the
    course of work
12. Deal tactfully and courteously with the public and technical and professional personnel
13. Respond in a positive manner to supervision and direction; and attend work and perform duties on a
    regular, reliable, and consistent basis
REQUIRED CONDITIONS OF EMPLOYMENT
As a condition of employment, the incumbent will be required to:

1. Read and understand signs, labels and work schedules written in English
2. Pass a pre-employment physical/medical assessment and background check
3. Work in an environment with potential exposure to potentially hazardous and infectious substances/organisms such as bodily fluid or blood
4. Incumbent may be required to work overtime, irregular hours, variable shifts, evenings, weekends and holidays
5. Some positions require annual completion of training and competency for compliance with the Joint Commission and state regulations
6. Some positions may require a valid California Class C Driver’s License or the employee must be able to provide suitable transportation which is approved by the appointing authority

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING
Any combination of training, education and/or experience which provides the knowledge, skills and abilities and required conditions of employment listed above is qualifying. An example of a way these requirements might be acquired is:

Six months experience in janitorial or light building maintenance; or
Any combination of training, education and experience that would provide the required knowledge and abilities.

CLASS HISTORY
Class Code: 70A10
Established Date: August 2008
Revised Date: November 2017
Former Title: (New)

CLASS DATA
Job Group: 20
EEO Category: SM
Work Comp. Code: 8830
Bargaining/Employee Unit: J
FLSA: Non-Exempt

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Director of Human Resources

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Date