

SAINTJOHN'S COMMUNITIES JOB DESCRIPTION

JOB TITLE: Floor Care Technician
REPORTS TO: Housekeeping Manager
STANDARD PRECAUTIONS: Category I
FLSA CATEGORY: Non-Exempt
JOB CODE: 851-1

JOB OBJECTIVE:

Provides high quality floor care to high rise structures encompassing over 1 million square feet. The structures include independent living apartments, assisted living, skilled care, extensive amenities, administrative and support services. Works with members of the Community to uphold and further the mission, vision, principles and values of the Saint John's Community.

KNOWLEDGE, SKILLS, ABILITIES, QUALIFICATIONS:

1. Must have High School Diploma or GED.
2. Minimum of 1 year of experience in commercial floor care including carpeted and hard surfaces.
3. Must be certified as a floor care technician or acquire within one year of employment.
4. Must have a working knowledge of floor care machines and how to perform routine maintenance the same.
5. Must be able to work independently with minimal supervision.
6. Must demonstrate good written and verbal communication skills; must be able to read, speak and write English.
7. Must have basic computer skills; ability to log in, navigate, save documents, enter data, etc.
8. Must be highly professional in actions and attire, have excellent customer service skills, be honest, dependable and exhibit a warm, cheerful, caring manner and desire to work with and serve older adults.
9. Must have the ability to adapt to changing organizational needs, work flexible hours to meet the scheduling requirements and be "on-call" to handle problems that may arise outside regular work hours.

ESSENTIAL FUNCTIONS, DUTIES AND ACCOUNTABILITIES:

1. Provides routine care to flooring including sweeping, vacuuming, dry mopping, damp mopping and spot cleaning. Provides deep cleaning of flooring including scrubbing, stripping, waxing, buffing and carpet cleaning/extraction.
2. Properly handle all floor care and general housekeeping chemicals; utilizing them only for their intended purpose.
3. Performs general cleaning tasks such as the cleaning of elevator tracks, collection of trash, high dusting, etc.
4. Uses electronic work order system to track assigned work orders and close them once completed.
5. Maintains a safe work environment by properly storing equipment and chemicals. Keeps all equipment and supply storage areas clean and organized.
6. Provides support to Maintenance personnel in the midst of urgent or emergency situations.
7. Ensures that all work is performed in accordance with all applicable codes and regulations and with the highest level of quality workmanship.
8. Works cooperatively with residents, families, volunteers, visitors and all levels of staff to see Saint John's strategic objectives and daily tasks accomplished.
9. Conveys and communicates timely departmental and/or operational issues to the Housekeeping Manager.
10. Complies with all Saint John's safety, security, infection control and hazardous materials policies and procedures. Maintains confidentiality of department and organization information.
11. Assures that all resident rights are maintained at all times. Reports any violations or suspected deviations immediately, according to Saint John's policy.

12. Attends meetings and in-service programs.

Person Centered Care/Professional Integrity and Responsibility

1. Employees act with honesty and openness in all their dealings as representatives of the organization and are expected to support a working environment that values respect, fairness, inclusiveness, and integrity. Our employees promote responsibility in the workplace by recognizing and respecting boundaries of people with whom we work and serve.
2. Employees support practices and principles of the person-first philosophy that gives residents the power of choice. Employees are considered part of the community and are expected to perform duties within the principles and practices that guide care and services through knowing and honoring the person before the task. i.e. Fostering relationships between residents, family and staff; Each person is to be known as an individual who can and does make a difference; We nurture the spirit as well as the mind and body; We promote growth and development for all; and, We create an environment that meets the physical, social, emotional, intellectual, spiritual and occupational needs of individuals and the community

WORK SETTING/ENVIRONMENT:

Work is primarily performed indoors throughout the facility. The work areas are well lighted. Heat, air conditioning and humidity are controlled by the building's central system with a temperature variance of not more than 10 degrees on either side of the norm of 72 degrees.

EQUIPMENT USED:

Computer & printer, mobile devices, riding and walk behind floor machines, rotary scrubbers/buffers, vacuums, floor fans, general housekeeping equipment, basic hand tools and PPE.

PHYSICAL/SENSORY COGNITIVE REQUIREMENTS TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Physical Strength: Must be able to push/pull/lift up to 20 pounds frequently and up to 75 pounds (buddy systems is recommended) occasionally.

Manual Dexterity: Must be able to frequently use hands arms for moderately difficult manipulation.

Coordination: Must be able to frequently perform tasks which require continuous action of muscles or muscle groups and good foot and/or hand-eye coordination.

Mobility: Must be able to continuously walk, must be able to frequently stand; squat, climb stairs, bend to the floor, kneel, twist and reach above shoulder level.

Speech: Must be able to speak clearly and articulate in face to face interactions and by phone.

Emotional Stability: Must be able to deal effectively with Moderate-High level of stress when working with residents, clients, working with difficult employee situations, multiple tasks/priorities, noise, interruptions, and State/Federal/Local governmental agencies and regulations.

Vision: Must be able to see objects clearly and be able to frequently discriminate colors.

Hearing: Must be able to hear normal sounds and voices with some background noise.

Touch: Must be able to frequently make assessments of equipment based on touch.

Smell: Must be able to continuously make assessments based on smell.

Concentration: Must be able to concentrate on moderate / fine detail frequently and with occasional interruption.

Attention Span: Must be able to frequently attend to task/function for more than 60 minutes at a time.

Conceptualization: Must be able to understand/use theories behind several related concepts.

Memory: Must be able to remember multiple verbal and written tasks/assignments given at beginning of a period extending over long periods of time (months).

EMPLOYEE RESPONSIBILITY IN AN EMERGENCY: Must know, understand and comply with all emergency procedures and be able to assist with resident evacuation if necessary and all safety, security, infection control and hazardous materials policies and procedures.

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1. This job description is not intended to be all-inclusive. The employee will also perform other reasonably related business duties as assigned by the supervisor or other management.
 2. 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.
 3. I have read and understand this job description. I agree to accept the responsibilities and duties as outlined with or without reasonable accommodation.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Revised: 6/3/19