

Human Resources  
750 S. Wolcott  
Room: G-50  
Chicago, IL 60612



Job Code: 2143  
Grade: CF  
FLSA: Non-Exempt

### Standard Job Description

**Job Title**  
Building Service Worker

**Department**  
Cermak Health Services

#### **Job Summary**

Under direct supervision, performs routines cleaning and maintenance duties in an area of the buildings and grounds of a health care facility.

#### **Typical Duties**

- Cleans and maintains assigned area by emptying garbage, sweeping, dusting, mopping, and wet mopping the floors.
- Periodically strips, waxes, and buffs floors.
- Washes beds, cabinets, window sills, spots walls and bathrooms.
- Keeps areas stocked with adequate amounts of supplies such as soap, toilet paper, paper towels, etc.
- May be required to remove and hand drapes and cubicle curtains for assigned areas.
- May be required to move patients, furniture, or equipment.
- May be required to rake leaves, plant flowers, plant grass, shovel snow, spread salt, cut grass, and remove rubbish.
- Performs related duties as assigned.

#### **Reporting Relationships**

Reports to the Building Service Supervisor

#### **Minimum Qualifications**

- High School Diploma or GED
- Two (2) years of floor maintenance experience

#### **Knowledge, Skills, Abilities and Other Characteristics**

- Knowledge and proficiency of how to operate or use sanitation and maintenance equipment such as a buffer, stripper, burnisher, etc., cleaning, and waxing materials.
- Ability to read and write English: to follow oral and written instructions.
- Ability to organize and schedule work so that it can be complete within the allocated time.
- Ability to work effectively with co-workers, Department of Correction staff, and patients.
- Regular bending, lifting, carrying, pulling, and pushing. Able to lift 40lbs.

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.**

Approval: Andrew Achterhof 2/6/17  
Andrew Achterhof Date  
Business Manager IV

Approval: \_\_\_\_\_  
Gladys Lopez Date  
Chief of Human Resources