

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



Job Code: 2146
Grade: CG
FLSA: Nonexempt

Standard Job Description

Job Title
Building Service Leader

Department
Environmental Services

Job Summary

Under direct supervision, performs routine cleaning and maintenance duties in an assigned area within the hospital; performs related duties as assigned.

Typical Duties

- Cleans and maintains assigned areas, by removing trash, dusting, mopping and wet mopping floor; strips, waxes and buffs floors as assigned to Floor Tech Team
- Spot washes walls, beds, cabinets, window sills
- Maintains equipment and inventory supplies
- Leads a floor care team for major/minor projects
- Maintains all vacuum cleaners and small equipment
- Assigns out work assignments in the absence of a supervisor
- Performs related duties as assigned

Reporting Relationships

Reports to the Building Service Supervisor or designee

Minimum Qualifications

- High School Diploma or GED is required
- Minimum of four (4) years of housekeeping experience within an institution is required
- Minimum of three (3) years as a team lead in housekeeping operations is required
- Must be able to lift up to 40 pounds

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge and proficiency of how to operate or use sanitation and maintenance equipment such as a buffer, stripper, 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; ability 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: Darryl Bellamy 2/8/16
[Legibly Print Name & Title of Person Approving the JD] Date

Approval: [Signature] 2/8/16
[Signature of Person Approving the JD] Date

Approval: _____
Gladys Lopez Date
Chief of Human Resources