



Job Code: 2458
Grade: X15
HCWR: N

Job Title

Building Service Worker-Provident

Department

Environmental Services

Job Summary

To perform the day-to-day activities of the Building Services Department in accordance with current Federal, State and Local standard, guidelines and regulations governing our facility, and as may be directed by the Administrator and/or the Director of Building Services to assure that our facility is maintained in a clean, safe, and comfortable manner. These duties are to be performed in accordance with the Mission Statement of Provident Hospital of Cook County in providing a high quality of care, patient satisfaction, and kindness toward all patients, personnel staff, volunteers, and guests.

Typical Duties

- Refinishes floors, applying appropriate surface coatings.
- Operates electrical and battery-operated machines for scrubbing, shampooing and polishing.
- Moves furniture as directed and assists in freight moving.
- Washes walls, blinds, lights, and similar surface areas and hangs drapes.
- Removes waste and keeps all housekeeping equipment used in good working order.
- Maintains equipment and keeps supply storage areas neat and orderly.
- Performs all heavy-duty moping and cleaning.
- Accounts for cleaning patient rooms occupied and/or discharged, surgery/delivery, isolation occupied and/or discharged, and offices.
- Accounts for bathroom care.
- Performs related duties as assigned.

Minimum Qualifications

- High School Diploma or GED equivalent
- Prior floor cleaning experience

Preferred Qualifications

- Prior housekeeping experience

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of equipment and cleaning solution
- Ability to read and write
- Ability to follow oral and written instructions, organize and schedule work
- Ability to establish and maintain a satisfactory working relationship with fellow employees and supervisors
- Ability to use sanitation and maintenance equipment
- Ability to distinguish basic color/shapes of colors; other visual requirements as specified by area equipment
- Ability to distinguish regular/high pitched sounds, disseminate source of sound



Knowledge, Skills, Abilities and Other Characteristics

- Ability to demonstrate rapid physical/mental coordination
- This position requires various types of physical exertion including but not limited to lifting heavy objects, bending, pushing, pulling, prolonged standing, stooping, operating departmental equipment and/or other devices as well as exerting light to heavy force

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.