

Position: Housekeeper/Environmental Service Tech

Location: Williamson, WV (former Williamson Memorial Hospital location)

Status: Full-Time

Position Summary

Environmental Service Techs routinely perform a variety of cleaning duties for the hospital, clinic, and/or office, including walls, floors, equipment, bath areas, furniture, ceilings, elevators, staircases, windows and blinds, restrooms, vents, light fixtures using universal precautions and appropriate equipment to ensure a safe and healthy environment for patients, staff, and visitors.

Duties/Responsibilities

- Clean hospital floors and surfaces using predefined cleaning methods and procedures.
- Mix appropriate quantities of cleaning liquids and chemicals in accordance with state safety regulations.
- Dust, mop, and sweep patients' rooms, nurses and surgical units, and administrative offices.
- Make beds using clean and disinfected linen and replenish supplies such as towels, blankets, soaps, and shampoos.
- Clean and disinfect patients' bathrooms and public restrooms.
- Clean mirrors and windows along with polishing fittings and fixtures.
- Collect dirty laundry from patients' rooms and deliver them to washing areas.
- Distribute clean linen and hospital / surgical gowns to appropriate floors.
- Take and address patients' complaints regarding housekeeping services.
- Empty trash receptacles and ensure proper compaction of surgical waste according to hospital policies.
- Create and maintain an inventory of cleaning supplies and equipment.
- Inform housekeeping supervisor of any cleaning equipment that may need repair or replacement.
- Inform housekeeping supervisor about any building hazard and assist in addressing it.
- Maintain a clean and organized storage area for cleaning equipment and supplies.
- Iron, fold and store clean laundry after tagging it with room numbers.
- Maintain adequate stock of cleaning supplies.
- Performs other duties as assigned.

Required Skills/Abilities

- Must know how to use common housecleaning implements such as mops, floor waxes, and scouring pads to keep areas clean and well serviced.
- Must know how to care for equipment, how to measure cleaning solutions, and to be alert to hazards.
- Ability to follow oral or written instructions.
- Physical effort required by the job includes standing, stooping, pulling, pushing, and lifting up to 25 pounds.

Education and Experience

- High school diploma or GED required.
- Previous cleaning experience in a hospital setting preferred, but not required.