Pearl City Nursing Home

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JOB DESCRIPTION

POSITION: UTILITY WORKER

STATUS: Non-exempt
Various shifts (day, evening, night)
Part-Time, 24 hours/week (0.6), 16 hours/week (0.4), 8 hours/week (0.2)
Casual, Call-in

REPORTS TO: ENVIRONMENTAL SERVICES COORDINATOR (ESC)

POSITION SUMMARY:
Under direct supervision of the Environmental Services Coordinator, performs a variety of simple and routine manual laboring and utility tasks involving light to heavy physical effort. Responsible for distribution of materials, equipment, and supplies to designated departments or areas and assists other semi-skilled workers in offsite transporting of large equipment and/or furnishings. Performs custodial and janitorial tasks as necessary, cares for and maintains all landscaped areas, parking areas, loading dock, facility perimeter, mechanical and housekeeping rooms, and lanai areas.

May occasionally assist with weekly or monthly walk through of facility, checking and testing life and safety equipment as well as general building, as necessary. Performs simple/routine minor checks and reviews of facility equipment as assigned and refers observations to appropriate maintenance staff.

WORKING CONDITIONS:
May be exposed to various elements as heat, moisture, humidity, fumes, chemicals, dust, and water. Subject to falls, burns, cuts, scrapes. May be exposed to rain, wind, and adverse weather conditions. Subject to frequent interruptions and may need to reschedule activities. Subject to hostile and emotionally upset residents, family member, etc. Works in all areas of facility, including small, cramped spaces. May be exposed to infectious waste, diseases and conditions including AIDS and Hepatitis B viruses. Involved with residents, all staff personnel, visitors, government agencies/personnel etc., under all conditions and circumstances.

EQUIPMENT USE:
Handles and maintains equipment as landscape tools, ladders, truck bed, hand truck, carts etc. Handles and operates housekeeping equipment such as laundry carts, wet/dry vacuum, vacuum cleaner, mops/buckets, and other cleaning equipment/tools, including buffing and floor stripping machines.

WORK HOURS:
Four (4) - Five (5) hour/shifts; works varied assigned hours and days. May work overtime and holidays as necessary.

MENTAL DEMANDS:
Duties require attention to detail, alertness, problem solving, sound judgment and concentration. Has planning and organizational ability to prioritize jobs. Frequently work with changes in demands and with emergency situations requiring prompt action. Ability to make independent decisions, follow instructions and accept constructive criticism. Must be innovative.

PHYSICAL DEMANDS:
Must be able to lift, pull, and move up to 50 pounds. Must be able to push up to 250 pounds. Involves constant standing, walking, reaching, handling, seeing, and pushing. Some bending, pulling, crawling, kneeling, stooping and climbing. Possess hearing/sight senses to hear sounds, malfunctions, problems, and warnings. Have depth perception to safely handle machines/tools. Must be able to assist in evacuation of residents. May work under time requirements/ demands.

COMMUNICATION DEMANDS:

Daily and project schedules are read and followed through on daily basis. Writes legibly to do required documentation. Interpret and follow written and spoken instructions. Speak clearly and distinctly. May be required to give directions/instructions to staff, residents, and guests/visitors as necessary.

QUALIFICATION & REQUIREMENTS:

- Minimum high school education or equivalent.
- Patience, flexibility, and tact required.
- Ability to relate to and work with the ill, disabled, elderly, emotionally upset and at times, hostile resident, family member, or visitor.
- Ability to work independently without supervision required.
- Must coordinate own maintenance/janitorial activities with nursing staff to ensure residents are not in immediate work area.
- Must be conscientious and frugal (not wasting supplies) and use common sense.
- Must have integrity and respect resident's rights and property.

A. SPECIFIC JOB DUTIES AND FUNCTIONS:

1. Properly attends to maintenance of all landscape areas, parking areas, loading dock, and lanai area.
2. Accurately stores and distributes all supplies as required.
3. Assists with offsite transport of equipment and/or furnishings.
4. Weekly inventory completed accurately and in a timely manner.
5. Checks for specific work assignments and instructions and takes necessary supplies, tools, or equipment to designated work area.
6. Accurately and consistently logs all projects and completed tasks.
7. Works effectively with Environmental Services Coordinator to prioritize tasks/assignments to meet needs to maintain clean and safe facility.
8. Assures needed equipment is clean and in good working order, i.e. janitorial, landscape, tools, etc.
9. Promptly notes and reports items and equipment needing repair and hazardous conditions requiring correction.
10. When conducting work that may require restricted access diligently places warning signs (i.e., wet floor, caution signs, tape off areas, etc.) and alerts passers by as necessary.

B. OTHER JOB FUNCTIONS AND DUTIES:

1. Attends and participates in meetings and committees as requested.
2. Performs other duties as required.

Acknowledged: _____ Date: _____

PRINT NAME/ SIGNATURE