

JOB DESCRIPTION –FACILITIES/FLOAT SUPPORT STAFF

QUALIFICATIONS

1. Experience and/or training in various aspects of interior/exterior maintenance.
2. Knowledge of State/Federal OSHA Environmental Standards and State/Federal Safety Regulations.
3. Must be able to receive direction and independently follow tasks through with minimum supervision.
4. Must be able to operate basic interior/exterior maintenance equipment necessary to performance of duties, e.g. vacuum, power tools, etc.
5. Must be able to meet the physical demands of the job, such as lifting supplies and participating in other maintenance responsibilities and functions.
6. Demonstrated verbal and written communication skills.
7. Attention to detail, accuracy, and assigned deadlines.
8. Ability to organize and prioritize work according to the needs of the organization and management directives.
9. Ability to maintain confidentiality regarding patients, SCH, or personnel matters.
10. Trustworthy with a strong work ethic founded upon integrity, commitment, and respectful behavior.
11. Supports SCH Philosophy and adherence to SCH Standards. Works to promote a kind and respectful work atmosphere.
12. Ability to cooperate, foster, and work successfully with all other SCH Staff.
13. Upholds attendance and performance standards.
14. Ability to maintain a flexible work schedule to include weekends and evenings as needed.
15. Must possess a valid Oregon driver's license, dependable transportation and proof of automobile insurance.

PHYSICAL REQUIREMENTS

1. Ability to work in an office setting and lift a maximum of 50 lbs., using a two-person assist for any awkward size or heavier objects.
2. Manual dexterity capable of operating interior and exterior maintenance equipment.
3. Ability to execute frequent reaching, bending, handling and moving furniture, etc.

WORK ENVIRONMENT/HOURS

- Typical physical professional office and grounds setting.
- Extended workdays are an occasional occurrence as needed to support the organization's needs.
- This is a part-time 28+ hours position per week. Hours should be flexible to allow for changes or agency needs.

SKILLS REQUIRED

1. Ability to read and understand manuals, instructions, etc.
2. Ability to operate indoor and outdoor maintenance tools.

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SKILLS REQUIRED CONTINUED

- 3. Ability to operate motor vehicles.

PURPOSE

The Facilities/Float Support Staff person is responsible to keep the main admin building, the CBEC, and their grounds in a clean and orderly condition.

SUPERVISION RECEIVED

The Facilities/Float Support Staff person reports to, and is directly supervised and evaluated by, the Facilities Manager/CEO Assistant with input/support from other Managers as appropriate. In the absence of the Facilities Manager/CEO Assistant, the Facilities/Float Support Staff person reports to the Property/Building Maintenance Coordinator.

SUPERVISION EXERCISED

None

DUTIES & RESPONSIBILITIES

- 1. Must report for work at scheduled time, ready to perform work functions, and remain on task while completing entire scheduled shift.
- 2. Notify Facilities Manager of any staff complaints, suggestions or requested changes.
- 3. Cleans SCH office and CBEC, to include all kitchens, bathrooms, dusting, vacuuming, sweeping, mopping, and restocking of janitorial supplies. Ensure building halls are clear of debris, i.e. boxes, and/or equipment is safely stored.
- 4. Gather and empty trash.
- 5. Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- 6. Notify Facilities Manager concerning the need for major repairs.
- 7. Spread rock salt and/or kitty litter during icy conditions.
- 8. Works with Building/Grounds Maintenance Support Staff and contractual landscaping crew to keep grounds free of debris, maintain shrubs and flower beds and help ensure irrigation system stays in good working order.
- 9. Does routine cleaning of windows and gutters on a quarterly basis, or as needed.
- 10. Spot cleans carpets as needed.
- 11. Ensure all buildings, grounds, and equipment of SCH comply with OSHA safety and State/Federal regulations.
- 12. Ensures all lights, including exit doors, are operational. Spot check lights in every room and safety check windows and doors.
- 13. Responsible for all collection, recycle, and/or distribution of waste products to promote cost effectiveness of trash disposal. Keep garbage areas neat and cardboard recycled.
- 14. Readily accepts assignments or added duties as needed or assigned.

Duties & Responsibilities (continued)

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- 15. Individually responsible to conduct him/herself in a safe manner during the performance of all job related duties. Also responsible to bring unsafe conditions to the attention of the person within the organization responsible for safety issues, providing an update to the Facilities Manager.
- 16. Participate in staff training and educational programs as appropriate, to include Shutter’s Creek Inmate Training program, as relates to oversight of inmates assigned to the back outside work area of the Thrift Store .
- 17. Adhere to all SCH Personnel Policies including, but not limited to:
 - Please initial* _____ SCH Standards of Conduct as described in the agency’s Compliance Plan.
 - Please initial* _____ SCH Privacy Practices in accordance with HIPAA regulations.
 - Please initial* _____ SCH Sexual Abuse and Molestation Policy.
 - Please initial* _____ Demonstrate a kind, decent and respectful behavior.
 - Please initial* _____ Honor, respect, protect and promote patients’ rights and individualized care.

This position description describes the general nature and level of duties and responsibilities required of persons assigned to this position. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

Employee’s Signature

Date

Manager’s Signature

Date

Executive Director’s Signature

Date

Accommodations for disabilities will be made whenever possible unless such accommodations would create an undue hardship on South Coast Hospice and Palliative Care Services, Inc.