



FLOOR CARE AIDE

REPORTS TO: Environmental Services Director

POSITION: Responsible for cleaning functions of floors in all Resident Care Areas, Common Areas, Office Areas, and Laundry Service Area.

POSITION QUALIFICATIONS:

- High school diploma or equivalent.
- Ability to follow written and oral instructions.
- Must be able to read, write and speak fluent English.
- Regular attendance is required.

PHYSICAL REQUIREMENTS:

- Walking: 7 or more hours/day
- Lifting: 25-50 lbs good body mechanics or 10-25 lbs improper body mechanics
- Twisting: Moderate: 121-480 twists/day
- Bending: Frequent bending: 481 or greater bends/day
- Squat/Kneel: 3-7 hours/day
- Endurance: Moderate energy requirements (5-7 mets)
- Wrist Position: Extensive deviation
- Pinching: Moderate: 121-480 pinches/day
- Hand/Wrist Reps: Frequent: 2881 or more

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Cleaning/Floor Care

- Scrub and buffs all tile floors within the Care Center on a frequent basis, moving all chairs and tables when doing floors in the dining areas. Watches and alerts others in work area about electrical cords and other safety factors.
- Assure that all floor care equipment is in proper operating order and reports any equipment in need of repair or service to maintenance.
- Strip and waxes floors, using proper chemical mixtures and correct pads, and preparing cleaning supplies for waxing.
- Run swing machine scrubber with care and skill as required.
- Collect Bio hazard refuse from Nurse Stations and soiled utility rooms
- Clean assigned restrooms and refills supplies, paper towels and toilet tissue.
- Wipe off and cleans all chrome on tables and chairs in assigned areas.
- Clean as scheduled for special meetings and activities.

- Assist with basic grounds keeping such as light snow removal and maintaining a clean courtyard and parking lots
- Assist in laundry or other areas when floor care responsibilities have been completed.

Customer Service

- Interact with residents, families, staff, and other visitors to the center in a pleasant, respectful, and courteous manner.
- Act as a positive representative of the facility at all times.
- Perform incidental housekeeping and maintenance tasks as may arise during the course of regular duties, in order to maintain a clean, safe, pleasant environment for residents, visitors and staff.
- Respond to any and all call lights within 5 minutes.

Residents Rights

- Provide privacy and maintains the confidentiality of all resident care information.
- Ensure care and security of residents' personal possessions.
- Report all complaints and grievance made by residents, family members, and visitors to the supervisor.
- Ensure that residents are free from abuse (physical, mental, and sexual), mistreatment and neglect, and reports any such instances to appropriate facility staff.

In-Service Education

- Attend all in-service education programs mandated by federal, state, and company guidelines.
- Participate and assist in departmental meetings and projects as assigned.

Miscellaneous

- All other duties as assigned by the supervisor.

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.

Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or residents.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities.

To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

I have read this position description and fully understand the requirements. I accept the position of Floor Care Aide and agree to follow the requirements and will perform all duties and responsibilities to the best of my ability.

I understand that I may be assigned other duties, in addition to or in place of those described previously. I also understand that the essential duties of this position may change at any time, according to the needs of Luther Manor Communities.

I further understand that my employment is at-will, and thereby understand that my employment may be terminated at-will by the facility or myself.

Date

Signature

Print Name