

WESTMINSTER VILLAGE

JOB DESCRIPTION

TITLE: Floor Tech

EXEMPT STATUS: Non-Exempt

REPORTS TO: Housekeeping Supervisor

GENERAL SUMMARY:

The Floor Tech is responsible for maintaining a clean, safe and attractive environment in accordance with departmental and safety guidelines. Responsible for floor maintenance and preventative maintenance and cleaning of all equipment. Performs janitorial duties as assigned.

PRINCIPLE DUTIES:

Essential Job Duties:

1. Maintains tile floor finishing and carpet care.
2. Determines maintenance needs of floors and assure optimal appearance.
3. Extracts carpeting as routine and on emergencies.
4. Responsible for preventative maintenance and cleaning of equipment.
5. Makes supply needs recommendations/comments regarding condition and operation of equipment.
6. Performs other daily janitorial assignments as per schedule or request by supervisor.

Other Duties:

1. Assists in set ups for events and activities.
2. Assists in resident moves.
3. Attends in-service training and education sessions, as assigned.
4. Performs specific work duties and responsibilities as assigned by supervisor.
5. Maintains resident confidentiality at all times.

QUALIFICATIONS:

1. Ability to read, write and follow oral and written instructions.
2. Training/experience in floor maintenance and stripping/waxing procedures with floor care equipment preferred.
3. Knowledge of routine/preventative equipment maintenance.
4. Ability to make independent decisions regarding floor maintenance and adjustment of duties to accommodate others in work environment.
5. Customer service/communication skills in relating to residents and coworkers.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Moderate to heavy physical effort 95% of the work day. Must be able to stand and walk long distances up to 8 hours per day. Must be able to stoop and work from a kneeling position, perform repetitive bending, reaching and stretching. Must be able to lift and carry up to 30 lbs. independently. Must be able to push and/or pull wheeled carts and equipment weighing up to 100 lbs. over tiled and carpeted surfaces over long distances. Must be able to operate a vacuum, work in confined spaces around furniture and breakable objects, and have constant contact with residents. May be exposed to communicable diseases including influenza, HIV and Hepatitis. May be exposed to unpleasant odors, high heat levels, and institutional cleaning chemicals.

HOSPITALITY FOCUS:

The Westminster Village fully embraces a culture of hospitality. To that end, we include the following hospitality promises as a guide for our interpersonal interactions with residents, co-workers, and guests:

1. We greet residents, employees and guests warmly, by name and with a smile.
2. We treat everyone with courteous respect.
3. We strive to anticipate resident, employee and guest needs and act accordingly.
4. We listen and respond enthusiastically in a timely manner.
5. We hold ourselves and one another accountable.
6. We embrace and value our differences.
7. We make residents, employees and guests feel important.
8. We ask "Is there anything else I can do for you?"
9. We maintain high levels of professionalism, both in conduct and appearance, at all times.
10. We pay attention to details.

WELLNESS FOCUS:

The Westminster Village employees are expected to promote a healthy community culture for all residents and employees. This is a whole-person approach to health and wellness which includes eight dimensions of wellness: Emotional, Environmental, Health Services, Intellectual, Physical, Social, Spiritual and Vocational. Through these efforts we can ensure and exceed residents' wellness needs relating to their mind, body and soul, which may also have a positive effect on the employees, as a result.

DISCLAIMER:

I have read my Job Description. I understand the information contained in the Job Description. I further understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts or PHYSICAL REQUIREMENTS/ WORKING CONDITIONS associated with my job. I may be required to perform additional tasks necessary to meet standards of quality and care.

Employee Signature _____

Supervisor Signature _____

Date _____

09/2018