



# Example of Environmental Services Aide Job Description

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Our growing company is looking for an environmental services aide. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for environmental services aide

- Works cooperatively and collaboratively with all levels of staff and other disciplines for problem solving without blaming
- Demonstrates flexibility by readily adapting to different situations to complete work
- Orders cleaning supplies, returns unused supplies to janitor closet and ensures all items are replaced in an orderly manner
- Maintains hard floors by burnishing, scrubbing, re-coating and stripping floor finish with appropriate equipment
- Dust mops and wet mops floor areas, vacuums carpets, spot cleans carpets
- Shampoos carpets using correct chemicals and equipment
- Collects trash and sanitizes trash receptacles
- Sets up and transports audio-visual equipment, as assigned
- Picks up and delivers supplies throughout the Medical Center
- Perform various types of daily care and maintenance care to carpet and hard surface flooring

## Qualifications for environmental services aide

- May be required to perform other duties as assigned by supervisor
- Must be flexible with working various days including alternating weekends and holidays

## Environmental Services field

- Surface cleans various types of furniture, equipment, surfaces and objects according to established procedures in both patient and non-patient areas
- Clean patient and staff restrooms according to ASC standards as required
- Report needed repairs to supervisors including broken or cracked windowpanes, leaky faucets, toilets, loose tiles, and broken blinds and/or damaged furniture