**POSITION SUMMARY:**

The Environmental Services Tech is responsible for maintaining clean and healthy buildings and residences at Day Spring. This position will provide general household cleaning tasks at each of our seven facilities, detailed below, on a weekly basis. The Environmental Services Tech is an hourly part-time position and will provide janitorial services up to 24 hours per week. The Environmental Services Tech is supervised by the Operations Manager. Day Spring furnishes all equipment and cleaning products.

**QUALIFICATIONS:**

* At least 21 years of age
* Experience in housekeeping or janitorial/custodial work with references
* Must be able to work independently, take initiative, and be self-motivated
* Valid driver’s license required
* Background check required
* Good communication (written and verbal) skills
* Demonstration of understanding and commitment to the philosophical tenets of community based services
* Considers the dignity and respect of residents while performing cleaning tasks

**EMPLOYMENT EXPECTATIONS:**

* Dependability
* Flexibility to schedule cleaning tasks around staff and residents to minimize disruption to daily activities
* Compliance with operational and personnel policies
* Respect for others
* Attend meetings and trainings as required
* Commitment to the mission of Day Spring
* Conduct self-according to the organization’s expectations of professionalism and confidentiality

**RESPONSIBILITIES:**

* Sweep, dust, vacuum, and mop in assigned common areas using appropriate equipment
* Where applicable, moves furniture and furnishings to adequately clean area
* Clean windows, glass partitions, mirrors
* Disposes of large waste and trash
* Provides deep cleaning services on a quarterly basis or as needed
* Operate a variety of cleaning equipment and utilize a variety of cleaning supplies to perform housekeeping duties
* Service, clean, and supply public restrooms
* Ensure public restrooms have replenished supplies
* Strip, seal, finish, and polish floors as assigned
* Mix, store, and use chemicals safely, according to department standards
* Ensure adequacy of supply inventory
* Other duties as assigned

**PHYSICAL DEMANDS OF THE ENVIRONMENTAL SERVICES TECH:**

1. Be healthy and physically fit including the physical requirements of lifting, standing for long periods, crouching, twisting/turning, weight bearing, walking and other physical activities as required.

2. Be able to lift up to 50 pounds.

3. Exhibit abilities to see, hear and communicate with individuals.

4. Must possess a valid driver’s license to operate and drive a vehicle.

**WORK ENVIROMENT FOR THE ENVIRONMENTAL SERVICES TECH**:

Work is normally performed in an office or residential facility.

While performing the responsibilities of the Environmental Services Tech’s Job, these working environment characteristics are representative of the environment the Environmental Services Tech may encounter:

* The employee is normally exposed to moving mechanical parts and vehicles; the noise level in the work environment is usually quiet to moderate. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the Environmental Services Tech’s job. Typical work duties can vary depending upon different scenarios, however in most cases, the Environmental Services Tech will be responsible for the general cleaning of various locations.
* It may require longer workdays and varied schedules. They may have to work nights, weekends or even over the holidays.
* Additionally, the Environmental Services Tech will need to protect themselves from possible work-related hazards, since they may be exposed to infectious diseases, body fluids, radiation, chemicals, etc.