

JOB DESCRIPTION – Environmental Services Worker

The primary obligation of all WestHaven Ministry employees is to provide excellent personalized care to all of our residents in the context of a Christ centered residential community. All residents will be treated with respect and dignity. Residents' rights will be protected and upheld at all times. Communication with residents, families, and health care professionals will build and maintain the reputation of WestHaven as a competent long term care facility whose care standards meet or exceed those of the residential elder care industry and whose business ethics uphold the highest standards of an authentic Christian faith.

JOB TITLE: Environmental Services Worker

REPORTS TO: Director of Environmental Services

STATUS: Non-exempt position paid an hourly wage.

POSITION SUMMARY:

ESW's are the primary staff assigned to food services, housekeeping, building maintenance, and grounds keeping.

THREE ESSENTIAL FUNCTIONS of the ESW:

Essential Function #1 – Meal Preparation and Serving

Under the direction of the DES, ESW's prepare, cook, and serve out three nutritious meals per the menu and serving schedules of the food services operation.

- Prepares all meals according to the published menus using WestHaven recipes.
- Insures attractive presentation of foods.
- Insures all meals are served temperature appropriate (hot or cold) and on time.
- Follows preparation guidelines regarding portion controls to reduce waste.
- Stores and labels unused foods to insure quality and minimal food waste.
- Adapts existing menus and recipes for special needs residents (i.e. low sodium, diabetic adapted, and mechanical soft).
- Follow ServSafe food handling, storage, cooking, and storage standards.
- Complete in-house food handlers training program(s) as directed by the DES.
- Follows all systems for purchasing, preparing, and storing foodstuffs.
- Insure supplies are in adequate supply, fresh, always dated, rotated, and properly stored to insure quality, safety, and minimal waste.

Essential Function #2 – Housekeeping

The ESW provides direct housekeeping services to insure that the facility is clean, well maintained, and operates efficiently.

- Completes cleaning lists as published in both resident rooms and common areas as assigned by the DES
- Operates floor cleaning and extraction equipment to insure sanitary conditions of all floors.
- Stocks housekeeping cart as needed with approved supplies.
- Uses SafeT-Team protocols and other "best safe practices" when filling or using cleaners, detergents, and other chemicals to include use of goggles and gloves.
- Completes room "changeovers" before and after resident moves to include minor repairs and painting.
- Follows published routines for touch up painting in common and resident rooms and spaces.

Function #3 – Maintenance, Grounds Keeping, and Safety

ESW's, under the direction of the DES, maintain the grounds and facility equipment to reduce breakdowns, extend equipment life, and insure grounds are attractive and well kept at all times.

- ❑ Follow logs and implement routines to maintain food service, housekeeping, and office equipment.
- ❑ Prunes, fertilizes, rakes, and weeds lawn and bedding areas as directed by the DES.
- ❑ Completes all maintenance in-house that is practical. (i.e. routine filter changes, dryer duct cleaning, thermostat changeovers, etc.)
- ❑ Completes and follows in house safety program and insures compliance with all safety laws (i.e. OSHA, Title 22, Fire Authority, etc..)
- ❑ Understands and promotes the community's fire and accident prevention, sanitation procedures, and use of fire safety equipment.
- ❑ ESW assist with evacuation or other support in an emergency.

ADDITIONAL RESPONSIBILITIES:

- ❑ Provides bathing, grooming, hygiene, mobility, and other support services to residents when called upon by the Primary Care Attendant (PCA).
- ❑ Assists residents with toileting and continence care to include perineum care, proper use of undergarments, and emergency laundry services as needed.
- ❑ Performs other duties as assigned.

QUALIFICATIONS:

- Must profess a personal faith in Christ as Savior and have demonstrable evidence of the power of the Spirit of God over all matters of faith and conduct.
- Regular attendee or member of a conservative, bible-believing Christian church whose statement of faith is in agreement with that of the WestHaven ministry.
- Submission of an approved Pastoral Reference, maintained and updated annually, which indicates regular attendance and good standing in a local church.
- Health screening or physical examination within six (6) months prior to employment, under or by a physician, which shows good general health; free from communicable disease; free of disabilities which would adversely affect the resident population to be served; and be physically, mentally, and occupationally capable of performing assigned tasks. (Health screening form will be provided.) Also must have a negative TB test.
- Clear criminal record and fingerprint clearance.
- Drug free. Willing to submit to any drug screening as requested or required.
- Possession of valid Basic First Aid certificate.
- Must be 18 years of age.
- Must have current CA driver's license and a clear DMV record.
- Knowledge of and ability to conform to applicable laws, rules, and regulations under Title 22 for RCFE.
- Ability to handle confidential information.
- Ability to accept direction and work as a team player.
- Ability to conduct himself/herself in a pleasant, cooperative, and courteous manner.
- Ability to read, write, and speak English.

EXPERIENCE/EDUCATION/LICENSES/SKILLS

- High School Diploma or equivalency preferred.