

# **CHELSEA SENIOR LIVING POLICY AND PROCEDURE**

## **JOB DESCRIPTION**

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**JOB TITLE:** BUILDING SERVICES ASSISTANT  
**SHIFT:** VARIED TIME SCHEDULE  
**REPORTS TO:** BUILDING SERVICES DIRECTOR

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### **GENERAL MISSION OF EACH EMPLOYEE:**

Work as a team member with other staff members to consistently maintain a kind, caring and respectful attitude toward residents, residents' families, guests and fellow staff. Be sensitive to the special needs of seniors and demonstrate a genuine caring attitude. Encourage residents' maximum independence, promote residents' freedom of choice and individuality and respect the privacy of all residents.

All shifts and job responsibilities may be subject to flexible schedules to accommodate the needs of the residence on an as-needed basis. This includes the rotational coverage of weekends, holidays and emergencies when the resident care needs dictate staff schedules and duties. Under unusual circumstances employees may be required to directly assist with the provision of care and service to the residents, including, but not limited to, transportation, activities and other non-skilled, non-technical services. All staff members must attend in-service educational sessions and other knowledge, skills and competency developmental opportunities as required.

All staff members are asked to speak only English in all resident and family areas unless interpreting for a resident or family. All staff members will knock first before entering a resident's apartment, unless in an emergency situation. All staff members will consistently apply Universal Precautions and follow all applicable safety standards in the residence.

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### **SUMMARY:**

Assists Building Services Director in maintaining a high quality, safe and clean residence. Assists in keeping the residence well maintained and in safe repair, including life safety preventative maintenance, renovations improvements and building services.

### **DUTIES AND RESPONSIBILITIES:**

- Make daily rounds of building and grounds to assess environmental needs.
- Performs maintenance work as requested by Building Services Director.
- Assists Building Services Director in completion of projects as requested.
- Cleans common areas of residence according to established schedule and procedure.
- Cleans rest rooms and replenishes supplies as needed.
- Immediately advises Building Services Director, or on duty supervisor, of any occurrences outside the normal operating routine of the residence.

- Attends training sessions to learn about potentially hazardous substances, material safety data sheets and protective and safety equipment.
- Helps residence prepare for new admissions by ensuring that apartments are clean and that all equipment is functioning properly.
- Performs floor care functions including sweeping, vacuuming and washing as needed.
- Cleans residents' apartments as requested in emergency situations.
- Cleans housekeeping carts and equipment as needed.
- Empties trash according to established procedures and transports to disposal area.
- Transports linen and laundry; operates laundry room according to established procedures.
- Fills emergency requisitions for linen as needed.
- Maintains laundry equipment according to direction provided.
- Participates in ongoing process of Quality Improvement to evaluate and improve upon services and standards.
- Maintains confidentiality of all residents at all times.
- Knowledge of Lock Out/Tag Out Policy and Procedure.
- Assist Director with maintenance of manual and record logs. Including fire extinguishers, exit signs, fridge temps, water temps etc.
- Other duties as assigned.

**QUALIFICATIONS:**

The qualifications listed below are representative of the knowledge, skills and/or abilities required performing the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience: High school graduate, related experience preferred.
- Language Skills: Ability to read, write, understand and communicate effectively in English: able to interpret common maintenance instructions and procedure manuals. Ability to respond to inquiries or complaints from residents, residents' families, other employees, regulatory agencies and the general public.
- Mathematical Skills: Ability to work with mathematical concepts such as addition and subtraction.
- Reasoning Ability: Able to solve practical problems; able to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Physical Demands: Must be in good physical condition and able to move freely throughout the residence; must be able to crawl, reach, balance, stoop, kneel or crouch; must be able to lift a minimum of 50 pounds; must be able to stand for long periods of time.
- May be required to have First Aid and/or CPR certification.

**WORK ENVIRONMENT:**

Operation of potentially dangerous power equipment and occasional use of hazardous chemical substances; occasionally works near moving mechanical parts and in high places; occasional exposure to fumes, airborne particles, toxic or caustic chemicals; risk of electrical shock and vibration. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

