



JOB DESCRIPTION: Environmental Services Attendant

Name of Position: Environmental Services Attendant

Department: Plant Operations

Campus Location: Many places around campus.

Supervisor: Jimmy Holland

Length of Contract: semester

Pay Rate: Minimum Wage

Job Purpose: The Environmental Svc Attnd may work in any location on client premises. This individual cleans and keeps in an orderly condition facilities or locations in the areas of commercial, health care, schools, universities or other establishments. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities, client requirements and applicable industry standards.

Job Responsibilities:

- Cleans offices, patients'/residents' rooms, dorms, classrooms, schools, common areas, lavatories, halls, food service areas and any other areas that may require attention.
- Sweeps, mops, scrubs, polishes floors and vacuums hallways, stairs and office space.
- Cleans light fixtures, ceilings and vents, walls, mattresses, furniture, windows and window coverings.
- Will be required to properly and safely use cleaning chemicals per manufacturer and Sodexo standards.
- Empties trash and garbage containers.
- Replenishes supplies.
- May shampoo and cleans carpets or buff and polish floors which will require the use of mechanical equipment.
- May change sheets and replenish linens.
- May perform routine equipment maintenance and make minor repairs.
- May drive a golf cart or other vehicles.
- Moves furniture and sets-up tables and chairs.
- Notifies supervisor concerning need for major repairs or additions to lighting, heating, and ventilating equipment.
- Complies with all company safety and risk management policies and procedures.
- Reports all accidents and injuries in a timely manner.
- Participates in regular safety meetings, safety training and hazard assessments.
- Applies all applicable OSHA and related local safety requirements to all assigned work.
- Performs all work in accordance with established safety procedures.
- Attends training programs (classroom and virtual) as designated
- May perform other duties and responsibilities as assigned.



Qualifications:

- Ability to learn and use established techniques for the efficient and compliant completion of duties.
- Ability to present self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Ability to maintain a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers and client representatives.
- Ability to provide clear directions and respond accordingly to employees.
- Must have basic phone and computer skills (email, texting, etc.).
- Good attention to detail.
- Ability to work well under pressure.
- Adequate/reasonable oral and written communication skills.
- Ability to work well alone and in a team.
- Ability to use all relevant electronic and communication devices.
- Knowledge of and proficiency in all OSHA and local requirements related to all assigned work.
- Ability to work between 15 – 20 hours per week (indicate if evenings/weekends/holidays are required).
- Flexible schedule (if required).
- Travel to sites via your own transportation (if required).

Skill Development Areas:

Listening, Customer Service, Time Management, Multitasking, Communication,

Evaluation: Student will be evaluated by supervisor as required by the College or at the end of employment.