

Jurisdictional Class: Labor
Adopted: January 1, 2002
Revised: May 11, 2010

ENVIRONMENTAL SERVICES WORKER

DISTINGUISHING FEATURES OF THE CLASS: This is routine and repetitive manual work requiring efficient performance of simple cleaning and laundry tasks under general supervision. The work of employees in this class involves only the thorough execution of tasks that follow a well-established routine. The incumbent operates automatic laundry equipment and appliances and performs a variety of routine cleaning tasks. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Cleans rooms, offices, baths, and other common living and support areas;
Dusts chairs, tables, desks, woodwork, and other furniture;
Washes and cleans windows, walls, sills, woodwork, blackboards, bathrooms, tubs, sinks, and toilets to ensure cleanliness and order;
Sweeps, mops, vacuums, extracts, buffs, and washes floors and stairs;
Gathers and disposes of refuse and empties trash baskets;
Cleans and polishes furniture and brass;
Arranges chairs, tables and other equipment for special use of the building;
May be responsible for locking windows and doors of buildings and shutting off all lights;
Picks up and sorts incoming and outgoing personal and nursing home laundry;
Processes laundry for washing and drying;
Checks, folds and stacks finished laundry;
Distributes finished laundry as required;
Distributes necessary supplies throughout the building;
Operates washers, dryers, extractors, labeling devices, and other usual manual and automatic laundry and cleaning equipment;
Performs routine cleaning of laundry and cleaning equipment and area;
Performs related work necessary for the efficient operation of the laundry and housekeeping functions;
May assist in clearing snow and ice from walks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Some knowledge of cleaning and laundry methods, materials, and equipment;
Skill in the performance of simple laundry and housekeeping tasks;
Ability to understand and follow simple oral and written directions;
Ability to get along well with others;
Ability to read and write.

MINIMUM QUALIFICATIONS: None