



## FLOOR CARE SPECIALIST POSITION DESCRIPTION

*“To glorify God by providing a continuum of care and services that demonstrates the love and compassion of Jesus Christ.”*

---

**Position Summary:** Provides floor care services and other miscellaneous environmental services in order to maintain a high level of quality and appearance in all areas of building responsibility.

### **Essential Responsibilities:**

1. Provide daily cleaning and safe work practices while complying with all state law and polices while maintaining Resthaven floors.
2. Properly operate walk behind flooring equipment. Equipment to include swing machines, floor scrubber, walk behind carpet extractor, etc.
3. Maintain flooring equipment and cleaning supplies.
4. Facilitate room moves, occupant discharges, bio-hazard clean ups and special project clean ups.
5. Work collaboratively with all staff to achieve optimum results in maintaining the facility, while promoting teamwork.
6. Maintain a professional and courteous approach with the residents, visitors and staff.
7. Understand and support Resthaven policies and procedures.
8. Furniture cleaning and extraction.
9. Position will include heavy lifting and bending multiple times in a shift.
10. Assumes all other position related responsibilities as assigned.

### **Knowledge, Skills & Abilities:**

1. Ability to operate flooring machinery.
2. Ability to load and unload equipment in and out of company owned vehicle.
3. Ability to read and follow written and verbal instructions.
4. Communicates effectively and tactfully, while recognizing age, cultural orientation, needs, abilities and physical condition.
5. Ability to display a sense of caring, concern, compassion and dignity for residents.
6. Ability to establish and maintain effective and professional working relationships with residents, families, visitors, and employees.
7. Well organized and attentive to detail.
8. Ability to manage time productively.
9. Ability to prioritize tasks and be reassigned tasks based on resident and building needs.
10. You must adhere to all Safety data sheet instructions and chemical instructions in accordance with the law, including proper disposal of chemicals.

### **Education, Training, Experience:**

1. Flooring experience of 3 plus years preferred
2. High school diploma or successful completion of a GED.

3. Experience with commercial or residential cleaning is beneficial.
4. Attends all required in-service training and departmental meetings.
5. Safe work practices training required.

**Required Licenses, Registration, and/or Certifications:**

1. Driver's license

**Nonessential Responsibilities:**

1. Ensure resident/customer satisfaction.
2. Flexible schedule with ability to work outside of normal schedule.
3. Assumes all other position related responsibilities as assigned.

**Physical Demands & Work Environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Requests for reasonable accommodations may be made through Human Resources to enable individuals with disabilities to perform the essential functions.

**Physical Demands:**

- The employee is required to stand or walk for extended periods of time; handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; carry, pull, push, twist, turn, bend, stoop, kneel, or crouch; smell; talk and hear.
- The employee must be able to lift and/or move up to 50 pounds for example moving heavy furniture. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

- While performing the duties of this job, there are no extreme temperatures or working conditions. The employee maybe exposed to weather conditions prevalent at the time and to cleaning products. This may include working outdoors during parts of your shifts. The noise level in the work environment is usually moderate. You may be asked to operate high capacity washers and dryers throughout your shift. You will be handling high concentration chemicals at times.