



## Position Description

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|-----------------|------------------------------------|----------------|--------------------|
| Position Title: | <b>Floor and Carpet Technician</b> |                |                    |
| Department:     | <b>Housekeeping</b>                | Reports To:    | <b>Team Leader</b> |
| Classification: | <b>Non-Exempt</b>                  | Revision Date: | <b>August 2018</b> |

## Position Overview

### Housekeeping:

Performs various duties to properly maintain the floors and carpets in a clean, sanitized condition. Role includes assisting with room set-ups for special events and programs. The Floor and Carpet Technician is required to be a team player and to have the flexibility to work up to 12 hours in one day if the size of the floor/carpet requires that amount of time to complete requirements.

## Principle Duties and Responsibilities

### Housekeeping:

1. Cleans all floor tile and carpets as scheduled using recommended techniques, equipment and materials provided by the facility.
2. Must follow manufacturer's specifications for each type of laminate flooring. This includes pushing and handling machines weighing up to 150 lbs. To accomplish floor cleaning duties, items such as beds, bureaus, couches, "Lazy-Boy-type" recliners, bookcases, office desks, filing cabinets, bookcases and other similar items must be moved by the Floor and Carpet Technician. Schedules HSC Resident room floor cleaning through the Team Leader.
3. Uses supplies and cleaning materials appropriately by correctly measuring and diluting cleaning concentrates. Lifts, carries and pours buckets of cleaning solutions weighing up to 50 lbs. without assistance.
4. Keeps all areas clean, neat and safe.
5. Ensures the care and maintenance of equipment. This requires the Technician to tip machines weighing up to 150 lbs. and change pads on the buffing machines.
6. Does room set-ups as directed by the Team Leader or Director of Support Services.
7. Communicates with residents, families and staff and maintains a relationship that is helpful, tactful and responsive to their needs.

## Competencies

- Customer Focus
- Time Management
- Teamwork Orientation
- Flexibility
- Communication Proficiency
- Composure

## Qualifications and Skills

- High School education preferred.
- Experience in floor tile and carpet maintenance essential.
- Must be trained in manufacturer's specifications for care of laminate flooring within 30 days of employment.
- Must be 18 years old to use equipment.
- Must have the ability to work with minimal supervision.
- Position requires working every other weekend and some holidays with occasional night work required.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Ability to push and handle machines weighing up to 150 lbs. without assistance and lift buckets and other large heavy objects up to 50 lb. without assistance in order to prepare work area. Must have full range of motion to bend, stoop and kneel.