

JOB DESCRIPTION

TITLE: Cleaner

FUNCTION: Under general supervision, is responsible for the cleaning and minor repair of all equipment being returned to the Organization. Under general supervision, is responsible for maintaining the cleanliness of the Organization facility and assisting in fleet upkeep.

HAS SUCH DUTIES AS:

1. Is responsible for cleaning, bagging, tagging and functional check of all incoming wheelchairs
2. Is responsible for the charging of all loaner power wheelchairs on a daily basis.
3. Is responsible for the disposal of all garbage and cardboard as necessary.
4. Is responsible for maintaining the cleanliness of the facility restrooms, kitchen and all hallway floors per an established schedule.
5. Is responsible for assisting in the upkeep of the Warehouse, back room and Organization vehicles.
6. Is responsible for maintaining an adequate supply of cleaning supplies.

POSITION REQUIREMENTS:

1. Good communication skills.
2. Ability to lift heavy items on a consistent basis.

EMPLOYEE PERFORMANCE EVALUATION

Position: Cleaner

Employee: _____ Date: _____

Rating Scale:

0 = Performance is unacceptable, immediate improvement required

1 = Performs as expected occasionally, needs reinforcement

2 = Performs as expected most of the time

3 = Performance is exemplary, exceeds expectations

Quality of Work: 0 1 2 3

- 1) Makes sure all incoming equipment is properly bagged and tagged.
- 2) Cleans all equipment in accordance with current cleaning protocols
- 4) Follows all safety and infection control procedures when cleaning.
- 5) Maintains all cleaning agents and equipment in proper storage location and insures proper labeling of all chemicals.
- 6) Never allows dirty equipment to be pulled or improperly touched by any other employee.
- 7) Responsible for maintaining store facility, security, inventory and insuring appropriate staffing levels.
- 8) Maintains cleanliness of assigned facility areas and vehicles.
- 9) Charges all loaner power wheelchairs on a daily basis.

Supportive Documentation and Comments: _____ Total Points: _____

_____ Average: _____

Quantity of Work:

0 1 2 3

- 1) Completes all assigned work during scheduled shift.
- 2) Cleans standard manual wheelchair within 20 minutes without interruption.
- 3) Cleans bed components and mattresses within 30 minutes without interruption.
- 4) Cleans walkers, canes, etc. within 10 minutes without interruption.
- 5) Performs minor repairs on manual equipment consistently and effectively.
- 6) At the end of the day reviews unfinished projects to prioritize next day's workload.
- 7) Completes all facility/fleet upkeep responsibilities according to schedule.

Supportive Documentation and Comments: _____ Total Points: _____

_____ Average: _____

Knowledge of Job:

0 1 2 3

- 1) Demonstrates understanding of Universal Precautions and clearly understands infection control policies for cleaning equipment.
- 2) Demonstrates awareness and understanding of job description and job responsibilities.
- 3) Attends and contributes to in services.
- 4) Understands basic repairs to manual equipment.

Supportive Documentation and Comments: _____ Total Points: _____

_____ Average: _____

Judgment and Decision Making:

0 1 2 3

- 1) Consults with supervisor when unusual or urgent situations occur. Does not make impulsive decisions.

Supportive Documentation and Comments: _____ Total Points: _____

_____ Average: _____

Reliability and Initiative:

0 1 2 3

- 1) Arrives on time at start of the work day.
- 2) Returns promptly from lunch/breaks.
- 3) Provides proper notification for scheduled absences.
- 4) Follows procedures for reporting tardiness.
- 5) Attends to personal affairs without letting them disrupt work schedule.
- 6) When requested, is willing to work additional hours.
- 7) Recognizes the needs for and performs additional, unassigned tasks.
- 8) Helps coworkers.
- 9) Maintains work area in an orderly manner.

Supportive Documentation and Comments: _____ Total Points: _____

_____ Average: _____

Safety and Infection Control

- 1) Is knowledgeable on infection control practices.
- 2) Demonstrates knowledge of safety policies and procedures.
- 3) Completely understands and can describe emergency/disaster procedures (e.g., what to do in the event of a disaster)

Supportive Documentation and Comments: _____ Total Points: _____

_____ Average: _____

PERFORMANCE EVALUATION SUMMARY SHEET

POSITION: _____

	QUALITY OF WORK	QUANTITY OF WORK	KNOWLEDGE OF JOB	JUDGMENT AND DECISION MAKING	RELIABILITY AND INITIATIVE	OVER ALL RATING
# OF POINTS						
# OF STANDARDS						
AVG.						

Developmental Goals & Training needs: _____

Employee Comments: _____

Supervisor Comments: _____

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____