

Service Assistant

Job Code
4500R2

Job Title
Service Assistant

Pay Grade
8

CONCEPT:

Unskilled work in custodial/housekeeping service, laundry service, food service, personal services.

TASKS:

- Measures, portions, packages and labels meat, produce and food staples for distribution to cooking areas; rotates foods and maintains food storage areas.
- Makes coffee, salads and sandwiches; portions and serves food in cafeteria line; buses dishes; cleans tables, floors and food service area by mopping and washing equipment.
- Washes dishes, pots, pans and kitchen equipment by hand or by operating dishwashing machine.
- Sorts, folds, picks up and delivers clean and soiled linens and clothing items.
- Cleans hospital equipment such as I.V. stands, wheelchairs, or therapy equipment. Keeps patient areas clean; delivers specimens, messages and other items to designated areas; transports patients to and from appointments.
- Cleans and disinfects restrooms, urinals, lavatories, partitions, waste baskets and trash cans and maintains supplies of toilet tissue, paper towels and soap in order to provide clean and sanitary restrooms.
- Sweeps and mops floors; dusts and cleans offices, institutional wards or other work areas; strips, waxes and polishes floors; polishes furniture; collects and removes waste; washes walls and windows; moves furniture.
- Maintains security by following procedures for locking doors and windows. Turns off all lights and fans. Makes rounds on schedule to assure that doors and windows remain locked. Notifies supervisor of security breaches.
- Operates a manual or electronically controlled elevator to transport employees and visitors between floors.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirements: None Required

REF: 12/13

REV: 6/20