

 Oroville Hospital	Job Description for Lead Surgery Attendant		Department:	Surgery
			Dept.#:	7420
			Last Reviewed:	05/08; 08/12
			Last Updated:	

Reports To

Nurse Manager

Job Summary

To supervise, assign, and evaluate personnel and to assure effective cleanliness of the department and to maintain adequate inventory of supplies pertinent to the departmental operation.

Duties

1. Clean and service surgery department areas, move furniture, equipment and supplies in and around surgical department to maintain the department in an orderly and sanitary condition. In emergencies, called upon to do terminal room clean ups
2. Operate various types of scrubbing, buffing and shampooing equipment
3. Sweep, scrub, strip, wax and shampoo various types of floors, floor covering and furniture
4. Remove, clean and replace window screens
5. Remove accumulated waste and debris from designated areas as required, using appropriate handling techniques
6. Remove, move and/or relocate furniture, equipment, supplies and construction materials
7. Wash windows, wall sections, and ceilings
8. Maintain tools, equipment and work areas in a clean and orderly condition. Report needed repairs (use work order) to Maintenance Department
9. Inventory janitorial supplies, in various locations and replenish as needed from main storage area
10. Transport patients to surgery and other hospital departments as needed
11. Deliver specimens to Lab as indicated
12. Other duties as assigned
13. Demonstrated a high level of mental and emotional tolerance and even temperament when dealing with people; use tact; sensitivity, sound judgment, and a professional attitude

Qualifications

1. Must be able to communicate in English
2. Must be able to follow written and oral instructions

3. High school diploma or G.E.D. equivalent preferred
4. Current BLS certification
5. Painting skills helpful, but not required
6. Must have knowledge of basic principles of Surgery Department Environmental Services
7. Must have skills in operating floor machines, carpet cleaners, wet/dry vacuums, ladders
8. Must have ability to follow instructions, ability to get work done as assigned
9. Must be able to operate the basic cleaning equipment such as: mops, buckets, mop wringers, and vacuum cleaners
10. Must also be able to operate floor machine, carpet cleaners, and wet/dry vacuum

Lifting Requirements

Heavy- lifting 100 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 50 lbs.