# TITLE: Floor Technician

**LAST REVISED: November 5, 2015**

# REPORTS TO: Housekeeping / Laundry Supervisor

**METHOD OF PAY: Hourly**

**PURPOSE OF POSITION:**

The primary purpose of the job position is to clean and maintain all floor areas and windows of the facility in accordance with current federal, state, and local standards, guidelines and regulations governing the facility and as may be directed by the Housekeeping/Laundry Supervisor to assure that the facility is clean, safe, and sanitary.

**ROLE AND RESPONSIBILITY:**

* Perform preventative and corrective maintenance of hard floor surfaces. All furniture will be removed from the room and replaced upon completion. Dust mop and damp mop hard surface floors before burnishing. Burnish floors using correct solution and pad. Dust mop afterwards.
* Perform preventative and corrective maintenance of all carpet to ensure it is free of spots and/or stains. Vacuum carpet prior to shampooing, buffing, or extraction.
* Use proper chemicals according to the type of cleaning being done (e.g.; strip and wax, scrub and wax).
* Apply appropriate coats of finish as specified.
* Check and maintain clean windows in all support areas of facility: Clean window glass with the proper chemicals and squeegee dry. Check all surface corners for webs. Clean all metal surfaces of windows.
* Remove trash from support areas to include clean trash cans
* Empty biohazard waste receptacles daily; place waste in the biohazard waste bin. Always wear protective gloves when handling biohazard waste.

**KEY STRENGTHS AND REQUIREMNTS:**

* Must be able to push, pull, move, and/or lift a minimum of 50 pounds to a minimum height of 5 feet and be able to push, pull, move, and/or carry such weight a minimum distance of 10 feet.
* Must be flexible in willingness and ability to work beyond normal duty hours, including weekends, and in other situations as needed to meet the requirements of Magnolia Manor residents.

**EDUCATION / EXPERIENCE:**

* Must possess, as a minimum, a high school diploma or equivalent
* If no experience, you must be willing to be trained in the cleaning procedures necessary to maintain the facility in a manner above and beyond a “standard” level of cleanliness, sanitation, and safety at all times.
* Prefer experience in operating commercial floor cleaning equipment.