

**POSITION DESCRIPTION** *(Please Read Instructions on the Back)*

|   |   |  |   |  |                          |
|---|---|--|---|--|--------------------------|
| 2. Reason for Submission<br><input type="checkbox"/> Redescription <input type="checkbox"/> New Establishment<br><input type="checkbox"/> Other<br>Explanation <i>(Show any positions replaced)</i><br><br><div style="font-size: 24px; font-family: cursive;">OF 8 update only</div> | 3. Service<br><input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field | 4. Employing Office Location<br>Dallas, Texas  | 5. Duty Station<br>Dallas, Texas  | 1. Agency Position No.<br>4685-A   | 6. OPM Certification No. |
|   |   | 7. Fair Labor Standards Act<br><input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt   | 8. Financial Statements Required<br><input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests | 9. Subject to IA Action<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |                          |
|   |   | 10. Position Status<br><input checked="" type="checkbox"/> Competitive<br><input type="checkbox"/> Excepted <i>(Specify in)</i><br><input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR) | 11. Position Is:<br><input type="checkbox"/> Supervisory<br><input type="checkbox"/> Managerial<br><input checked="" type="checkbox"/> Neither                    |  |                          |

| 15. Classified/Graded by                          | Official Title of Position | Pay Plan | Occupational | Gra | Initial | Date   |
|---|----------------------------|----------|--------------|-----|---------|--------|
| a. U.S. Office of Personnel Management            |                            |          |              |     |         |        |
| b. Department, Agency or Establishment            |                            |          |              |     |         |        |
| c. Second Level Review                            |                            |          |              |     |         |        |
| d. First Level Review                             | Housekeeping Aid           | WG       | 3566         | 03  | MM      | 3-5-09 |
| e. Recommended by Supervisor or Initiating Office |                            |          |              |     |         |        |

16. Organization Title of Position *(If different from the official title)*  
**HOUSEKEEPING Aid (TRAINER)**

17. Name of Employee *(if vacant, specify)*

|   |                       |
|---|-----------------------|
| 18. Department, Agency, or Establishment<br>VA Medical Center | c. Third Subdivision  |
| a. First Subdivision<br>Environmental Management Service      | d. Fourth Subdivision |
| b. Second Subdivision   | e. Fifth Subdivision  |

19. Employee Review — This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

|  |   |
|--|---|
| a. Type Name and Title of Immediate Supervisor<br>Allen D. Lassiter, Hospital Housekeeping Asst. | b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i><br>Jeral W. Robinson, Jr., Chief, EMS |
| Signature _____ Date _____   | Signature _____ Date <u>2-27-09</u>   |

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

21. Position Classification Standards Used in Classifying/Grading Position  
**FWS Job Grading Standard for Custodial Workers, 3566, TS-2, dtd 9/1/68.**

|   |   |
|---|---|
| Typical Name and Title of Official Taking Action<br>Michael J. Struski, Chief, Human Resources Mgmt Service | Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management. |
| Signature _____ Date <u>3-6-09</u>  |   |

| 23. Position Review           | Initials | Date | Initials | Date | Initials | Date | Initial | Date | Initial | Date |
|-------------------------------|----------|------|----------|------|----------|------|---------|------|---------|------|
| a. Employee <i>(optional)</i> |          |      |          |      |          |      |         |      |         |      |
| b. Supervisor                 |          |      |          |      |          |      |         |      |         |      |
| c. Classifier                 |          |      |          |      |          |      |         |      |         |      |

24. Remarks  

Full Performance Level

  

Low Risk

25. Description of Major Duties and Responsibilities *(See Attached)*

POSITION DESCRIPTION  
HOUSEKEEPING AID TRAINER  
WG-3566-3 HKA 3786-A

I. PRIMARY DUTIES:

- A. Incumbent is assigned as a Housekeeping Aid, usually as a member of a team, but also on an individual-assignment basis. Performs a wide variety of tasks on shifts and in areas as necessary. Assignments may include Wards, Clinics, Research or Clinical Laboratories, Administrative spaces and other hospital areas. Incumbent also provides training to new Housekeeping Aids assigned to his ward. He informs his supervisor when new employees have been trained in all areas of housekeeping.
- B. Scrubs, strips, waxes, and polishes floors using buffers and scrubbers. Operates powered equipment such as micro-static vacuum cleaners, rug shampoo machines, baseboard scrubbers, and wall washing machines, adjusts, cleans, and oils these machines, and changes brushes, rollers, and other attachments on them.
- C. Washes and disinfects walls, ceiling, furniture and fixtures following discharge of patients with communicable diseases, using isolation techniques to protect himself from contamination and to prevent cross-contamination of other hospital areas or other personnel from trash, linens, or other items from the contaminated rooms.
- D. Empties trash receptacles, ash trays etc., throughout his assigned area, and utilizing the most advanced methods, conveys contents to a central collection point for subsequent removal from the station.
- E. Sanitizes and refills containers for soap, toilet tissue, paper towels, and similar items. Cleans porcelain and chrome fixtures in bath and shower rooms. Dusts, washes windows, and cleans and polishes furniture.
- F. Notes need for maintenance in his working area and reports such needs to his supervisor for referral to appropriate station authorities for action. Personally replaces burned-out incandescent bulbs, provided they can be reached from the floor.
- G. Moves, or assists in moving, furniture and equipment, from place to place in the Hospital when required.
- H. Performs such other duties as may be necessary and directed by appropriate supervisors.

II. SKILL AND KNOWLEDGE:

Incumbent is required to operate housekeeping equipment, vacuum, buffer, shampooer and heavy duty floor scrubbing machine. Knowledge of the special requirements to be used to properly clean an isolation room or areas. Incumbent must have knowledge and ability to provide training to new Housekeeping Aids.

III. RESPONSIBILITY:

Incumbent is responsible for the day-to-day tasks which are assigned within the framework of a master housekeeping plan. Incumbent receives general supervision and instructions from a Housekeeping Aid Foreman or Working Leader. Incumbent is responsible for training new Housekeeping Aids.

IV. PHYSICAL EFFORT:

Incumbent is required to do frequent lifting, continuous standing, stooping, bending, walking and pushing. He is required to move, or assists in moving, furniture and equipment, from place to place in the Hospital when required.

V. WORKING CONDITIONS:

Incumbent works for most part in well-lighted, heated, ventilated buildings, but may occasionally be required to work out-of-doors. He is frequently required to work around explosive gases and sensitive equipment, handles trash and refuse which often contains bits of bone, tissue, blood, hypodermic needles, etc.

**ADDENDUM**

**PATIENT SAFETY COMPETENCY STATEMENT**

The incumbent will be responsible for promoting a culture of safety and will fully cooperate in efforts to improve patient safety and eradicate potential events including the reporting of events resulting in actual or potential injury to a patient. Incumbent must demonstrate knowledge of the reporting procedures involving safety issues relating to patients.

**ADDENDUM**

**AGE SPECIFIC COMPETENCY STATEMENT**

The incumbent provides the patient care/support which is appropriate to the cognitive, emotional, and chronological maturation needs of the young adult (18-44 years old), middle adult (45-64 years old), and older adult (65-older) patients. The incumbent must demonstrate the knowledge and skills necessary to provide care/support appropriate to the age of the patients served in the assigned service areas. The incumbent must demonstrate the knowledge of the changes associated with aging and possess the ability to provide care/support based upon age related factors.