

JOB TITLE: Work Services Worker - THRH**DEPARTMENT/PROGRAM:** Work Services **WORKSITE ADDRESS:** 3901 S 7th St, Terre Haute, IN 47802**RATIONALE:** The Work Services Worker is responsible for stocking and distributing THRH shelves with clean linen received from the laundry contractor. The Work Services Worker is also responsible for picking up soiled linen from the various soiled linen rooms distributed throughout the hospital. Work Services Workers are also responsible for keeping clean linen rooms and soiled linen rooms clean and organized. Ensure that trainings are completed in a timely manner, and complete other Work Services needs as assigned by supervisor.**BASIC DUTIES:**

1. Deliver clean linen according to the hospital delivery schedule and quotas
2. Collect soiled linens at least twice daily
3. Clean and organize clean linen and soiled linen rooms

DESIRABLE QUALIFICATIONS:

1. Ability to follow verbal and/or written directions
2. Ability to relate positively with co-workers and the public
3. Demonstrates good worker role model for persons visiting and employed by THRH.
4. Ability to work independently, as well as part of a team
5. Ability to operate machinery used to complete contract work
6. Ability to move pallets/containers of subcontract parts using a pallet jack or other material-handling equipment.
7. Ability to use dock board/plate

MINIMUM QUALIFICATIONS:

1. Ability to perform simple mathematical computations and keep records of work performed.
2. Ability to work weekends and holidays as scheduled
3. See Move Carts 500-700lb (Below)
4. Ability to pass pre-employment background checks without any disqualifying convictions from:
<http://www.idph.state.il.us/nar/disconvictions.htm>

ESSENTIAL PHYSICAL REQUIREMENTS:

1. Move, 60-95% of the time.
2. Stationary position, 5-95% of the time.
3. Position self to achieve tasks traditionally referred to as "Stoop, kneel, crouch, crawl, twist, or bend," 41-75% of the time.
4. Move items overhead or in front of body, 11-40% of the time.

HOURS: 3 eight hour shifts per week, 7:00 AM-3:30 PM (EST), typically Friday-Sunday (1/2 hr. unpaid lunch); proportionate paid time off benefits of a Full time employee**DATE AVAILABLE:** September 26, 2017**HOW TO BECOME AN APPLICANT:** Internal Applicants: must submit a letter of interest while the posting remains active at <http://www.hrcec.org/index.php/employment-new/job-openings> to Jonathan.burns@hrcec.org and Brett.Baldwin@hrcec.org.External Applicants: 1. Must submit a completed application to Jonathan Burns (via fax, E-mail, mail, or in person), 2. meet the minimum qualifications for the position, 3. specifically state position being applied for on application (ie "WS Worker-THRH), and 4. Application must be received while the posting remains active at <http://www.hrcec.org/index.php/employment-new/job-openings>.**CONTACT:** Jonathan Burns, Director of Continuous Quality Improvement; Human Resources Center of Edgar and Clark Counties; PO Box 1118; 118 East Court Street; Paris, IL 61944; Jonathan.Burns@HRCEC.org; office: 217-465-4118x249; fax: 217-463-1899

5. Simultaneous use of hand, wrist, and fingers, or achieve equivalent results, 41-75% of the time.
6. Communicate, 76-100% of the time.
7. Move objects up to 20 pounds, 5-10% of the time; up to 50 pounds, 11-40% of the time; move up to 100 pounds, 5-10-% of the time.
8. Move carts 700 pound max, 11-20% of the time; 500-700 pound max
9. Traverse stairs 5-10% of the time.
10. Identify other sounds, i.e. machines, 41-75% of the time.
11. Detect, Determine, Perceive, Identify, Recognize, Judge, Observe, Inspect, and Assess in order to provide quality control, task completion, indicators of danger, and other job responsibilities 76-100% of the time.
12. Rotating shift work, 76-100% of the time.
13. Environmental: Work both inside and outside, 41-75% of the time; work with noise and extreme heat, 41-75% of the time; work with fumes, extreme cold, and heights, 5-10% of the time.

JOB HAZARDS:

1. Blood Borne Pathogens: This job may involve exposure to blood borne pathogens. Universal precautions are required.
2. Ergonomics: This job may involve repetitive motion and/or keyboard related activities. Ergonomic procedures are required.
3. Chemical Exposure: This job may involve use of hazardous chemicals. Safe handling procedures are required.
4. Heavy lifting and heavy pulling and pushing. This job requires lifting of bags, boxes etc. that may weigh as much as 50 pounds & pushing carts up to 700lbs.