

UW HEALTH JOB DESCRIPTION

Hospital Services Assistant

Job Code: 410062	FLSA Status: Non-Exempt	Mgt. Approval: System	Date: May 2023
Department: System		HR Approval: S. Whitlock	Date: May 2023

JOB SUMMARY

The Hospital Services Assistant completes a variety of routine, basic tasks under close supervision. These tasks may be in any Hospital departments. The Hospital Services Assistant may work in multiple departments performing specific tasks required of the department but selected specifically for the individual based on their capabilities. Basic use of computer equipment is generally required to complete most tasks.

MAJOR RESPONSIBILITIES

The Hospital Service Assistant may be assigned to complete any, all, or similar tasks to those listed below:

- Clean and disinfect facilities, rest rooms, special use rooms, patient rooms, operating rooms, laboratories, classrooms, offices, and hallways using proper equipment, cleaning agents and techniques.
- Maintain cleaning equipment and supplies to preserve and prepare it for future use, following safety rules.
- Maintain areas immediately surrounding or connecting buildings.
- Fill orders for medical/surgical supplies and equipment.
- Deliver supplies and equipment to locations/units as instructed.
- Decontaminates items used in patient care. This includes mobile patient equipment, Respiratory Therapy equipment, endoscopy equipment, and surgical instruments used in the Operating Room and clinics.
- Reassembles, tests, and quality checks patient equipment before reissue.
- Locate, sort and deliver inpatient mail.
- Return equipment left in entrance lobbies and other areas to designated storage areas.
- Perform food prep by weighing, portioning, cleaning and packaging foods.
- Collect trays, scrape, wash, rack trays, plates and utensils.
- Sort medications, check expiration dates on medications, remove labels from bags/envelopes
- Sorting, copying, filing and other light administrative tasks.
- Other duties as assigned.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	
	Preferred	High school degree or GED
Work Experience	Minimum	
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities	The Hospital Services Assistant should have most of the following skills to be successful: <ul style="list-style-type: none"> • Basic computer skills • Functional reading ability • Basic math (add, subtract, count by "5's") • Ability to learn basic, routine tasks. 	

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

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PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time	
Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible	
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight	
X Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#	
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#	
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#	
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.