

UNIVERSAL WORKER II

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing various activities to meet the needs of residents in a skilled nursing facility: meal service including preparation, cleaning, laundry duties, transportation, and resident support services as well as participates in improving quality of care/service. This position differs from that of Universal Worker I in that it includes the preparation of food. Employees in this class assist in performing a variety of simple repetitive tasks. An incumbent must exhibit patience and tact in dealing with the aged, many of whom are unable to care for themselves. The work is performed according to established procedures and performed under the direction or specific instructions of a higher level supervisor.

TYPICAL WORK ACTIVITIES:

Prepares specific food items following appropriate standards for food preparation, handling and service;

Serves residents meals ensuring the temperature, portion of food and timeliness of service;

Maintains and cleans kitchen;

Performs a variety of general cleaning activities including dusting, sweeping, mopping, vacuuming and cleaning windows;

Empties waste containers, transport soiled linen from households, maintains clean and organized bathrooms, laundry rooms and utility rooms;

Collects and disposes of recyclables, garbage and trash;

Collects soiled laundry;

Washes, dries, folds, irons, performs minor clothing repairs and distributes laundry;

Changes bed linens and makes beds;

Informs supervisor of resident needs or concerns;

Delivers mail and packages to residents;

Transports residents within and outside of the facility;

Responsible for the service/maintenance of facility vehicles;

Performs simple record keeping;

Responds to procedures for alarms and alerts including notifying appropriate staff.

UNIVERSAL WORKER II CONTINUED

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of meal preparation, handling and service; working knowledge of cleaning methods, materials and equipment; ability to get along well with others, especially the aged and infirm; ability to understand and carry out simple oral and written instructions; ability to read labels and instructions relative to the safe use of food handling and service; ability to operate a variety of equipment relative to cleaning activities including vacuums, carpet cleaners, automated identification label machines and automatic washers and dryers; ability to maintain simple records; patience; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: None are required.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of a valid New York State driver's license at the time of appointment.

Adopted Otsego County CS - 8/23/04

CLASSIFICATION: Labor