

Central Distribution (Main) • Unload package trucks at dock • Deliver packages throughout hospital • Use hand scanner to record deliveries • Scan employee badges upon delivery • Stack packages in appropriate area	Environmental Services (EVS) (BHP, LAC, and Main) • Sanitize, dust, clean common areas • Clean public restrooms • Wipe down and vacuum elevators • Prepare housekeeping cart for daily use • Remove smudges from walls
Primary Care & other departments (LAC) • Collect wheelchairs/strollers from garage, sanitize, and store in proper place • Greet and direct customers on 4th Floor • Sanitize exam rooms on 3rd Floor • Greet customers at welcome desk; validate parking	PAR Rooms (Main) • Work in supply rooms throughout hospital • Check bins for expired items • Log item # and quantity for expired items • Place items in correct bin for trash or education purposes
Nutrition Services - Dishwashing (Main) • Remove trash from conveyor, empty cups, throw trash away • Empty large trash cans and take trash to bins • Rinse, scrape large cooking pans and utensils • Fill trays for commercial dishwasher and start machine • Empty trays and return items to kitchen area	Nutrition Services – Food Prep (Main) • Sort and cut fruit (grapes, strawberries) • Prepare and package food – salads, grilled cheese sandwiches, pizza • Clean prep area • Help prepare room-service food orders for patients • Assist in back dishwashing room
Nutrition Services (BHP) • Clean/sanitize tables and chairs • Stock condiments and paper products • Stock cooler with drinks and cold food items • Clean self-serve drinks area	Gift Shop (Main) • Greet customers • Dust products and shelving • Restock candy and beverage cooler
Dental Clinic (LAC) • Sanitize exam rooms • Prepare dental instruments to be taken to sterilization • Stock dental supplies in rooms and storage areas • Complete other tasks as needed	Clinical Therapies (Main) • Sanitize toys and mats used for therapies • Return toys and equipment to proper cupboard or room • Fold linens and stock patient rooms • Dust in common areas
Dialysis (Main) • Sanitize common areas • Remove linens after patient use, sanitize room, remake bed for next patient • Interact with/entertain dialysis patients	Pharmacy (Main) • Use computer station to load unused medications into automatic system • Return unused over-the-counter products to stock room • Sort and count expired medications • Stock shelves with new supplies
Supply Chain (Main) • Fill orders using handheld scanner with information • Locate items in stock room and count number needed • Box items for delivery to off-site locations • Decontaminate stored beds, IV stands, etc.	Outpatient Therapies (BHP) • Sanitize furniture and kiosks in waiting area • Clerical tasks – making copies, preparing folders, highlighting forms • Complete other tasks as needed • Collect mail from lower-level mailroom
Linens (Main) • Count and open up to 200 boxes of gowns and put them in large linen bin for distribution • Build carts of linens and deliver throughout hospital • Collect soiled linens from laundry chute and take to the dock area for pickup	Clementine's Café/Food Court • Take customer orders • Make coffee drinks and smoothies • Wipe tables, counters, etc. • Wash dishes • Stock napkins, condiments, etc
Laboratory Services (Main) • Retrieve samples from tube system • Log samples into computer • Deliver samples to technician • Scan lead test results	Child Care Center • Sanitize play areas • Wash dishes by hand or machine • Help prepare simple foods and deliver to classrooms • Switch laundry and deliver to classrooms

Heart Center • Stock supplies for patient rooms (i.e. gloves, goggles, gowns, masks, etc.) • General cleaning • Deliver supplies to rooms Checking expiration dates and organizing storage cabinets	Engineering • Assist with groundskeeping clean up • Pull weeds, plant flowers, removal of bushes and/or trees, etc. • Operate equipment – leaf blower, chainsaw, Assist to maintenance equipment & dept. vehicles
Pediatric Otolaryngology (ENT) • Cleaning & restocking patient rooms • Assemble surgery packet folders • Make copies • General cleaning of waiting room area • Collecting used instruments • Picking up clean instruments	Patient Transport • Gather equipment (patient beds, wheelchairs, wagons, etc.) from various locations across the hospital • Transport equipment to storage area • Sanitize equipment • Secure equipment in proper area(s)