



UTILITY WORKER Full-Time/Temporary

Posting Number:	HR066104	Posting Date:	May 17, 2021	Date Available:	Immediately
Position Summary:	<p><u>Utility Worker</u> To support the environment of care for patients, visitors, and hospital staff, in a safe and orderly manner. The individual will be required to perform work in any area of needs within the ancillary service departments such as Housekeeping, Floor Care, Laundry, Groundskeeping, and Maintenance.</p> <p><u>Receiving Clerk</u> The Receiving Clerk works in Central Supply and is responsible for filling all departmental supply lists and monitoring supplies in the designated areas. The Receiving Clerk is responsible for checking in freight and dispensing it accordingly.</p>				
Essential Job Duties:	<p><u>Utility Worker</u> Handle work orders received by maintenance in a professional manner. Assist the Environmental Services Manager and/or the Station Engineer as needed. Examples would include, but are not limited to plumbing, engine powered equipment, locks, housekeeping and kitchen equipment, laundry equipment, hospital beds, snow removal, security, painting, etc. Perform preventive maintenance on scheduled basis on assigned equipment. Perform safety checks and recommend course of action. Relieve or assist other service departments in the discharge of their duties. Assist with security situations as needed. Other duties as assigned.</p> <p><u>Receiving Clerk</u> Completes requisition requests from other departments on a daily basis. Checks all Central Supply inventory and places notification of low supplies as needed. Designated areas of the hospital will need to be monitored for supplies on a daily basis. Log and track supplies on the computer and distributes freight to appropriate department or individual. Keeps the storage room clean and organized. Prepares and distributes charge labels to departments as necessary. Help with Central Supply with sterilization of equipment. Other duties as needed.</p>				
Qualifications:	High school diploma required. Preference will be given to candidates with HVAC, electrical and mechanical experience. Maintenance, grounds and/or housekeeping, laundry or kitchen equipment will be a plus. Basic computer skills required. Must have valid WA state driver's license. Must be able to communicate (read and write) in English.				
Position Wage Range:	MIN: \$	18.67	MAX: \$	25.73	Sign-on Bonus: NONE
Schedule:	Days:	Monday – Friday; up to 6 months		Hours:	7:00 am – 3:30 pm
Department/FTE:	Plant Operations/Central Supply		FTE:	1.00; 40 hours/week	Benefit eligible? No
Physical Requirements:	Please see full Job Description in Human Resources				

INTERESTED CANDIDATES – PLEASE APPLY	
MAIL OR APPLY IN-PERSON:	Three Rivers Hospital Human Resources Department PO Box 577 507 Hospital Way Brewster, WA 98812 (509) 689-2517
APPLY ONLINE:	www.threerivershospital.net
HR CONTACT EMAIL:	opportunity@trhospital.net
<i>Three Rivers Hospital is an equal opportunity employer.</i>	