

POSITION DESCRIPTION

POSITION TITLE	CUSTODIAN/HOUSEKEEPER
REPORTING RELATIONSHIP	Director of Facilities
POSITION SUMMARY	The primary purpose of your job position is to provide housekeeping/janitorial services and hospital security in accordance with applicable federal, state and local requirements, and according to established policies and procedures, as directed by the Director Of Facilities/Environmental Services, to assure the highest degree of safety, security and cleanliness is maintained at all times.

POSITION ACCOUNTABILITIES

1. Vacuums and cleans carpets/area rugs as scheduled or assigned.
2. Dust and wet mops areas of the facility as scheduled or assigned. All wet mopping will be accomplished using the double bucket method or Micro-Fiber mopping system.
3. Strips, scrubs, refinish and maintains (buffs) floors.
4. Assures that proper caution/safety signs are set up prior to performing any floor care.
5. Moves furniture and equipment as needed or requested.
6. Washes walls/ceilings as scheduled or assigned.
7. Washes windows/screens as scheduled or assigned.
8. Cleans light fixtures and light tracks as scheduled or assigned.
9. Cleans registers and vents as scheduled or assigned.
10. Cleans halls, stairways and elevators as scheduled or assigned.
11. Wipes up spills.
12. Completes all "high dusting" as scheduled or assigned.
13. Takes down and hangs cubicle curtains as scheduled or assigned.
14. Washes waste baskets, garbage cans and floor mats as scheduled or assigned.
15. Assembles necessary cleaning supplies and equipment before transporting to assigned areas.
16. Replaces disposables (paper towels, toilet paper, etc.) as needed.
17. Gathers and disposes of trash, relining trash receptacles with proper plastic liners.
18. Replaces medical waste tubs ("red tubs") as requested, making sure the inside liner and lid to the tub has been properly secured. Transports tubs to appropriate storage area.
19. Completes cleaning schedules in a timely manner, documenting completed work.
20. Reports the need for supplies.
21. Keeps the work area clean and free of clutter, in accordance with established policies and procedures.
22. Cleans all equipment, placing it in the proper storage area at the end of the work shift.
23. Performs painting duties when assigned.
24. Responsible for security rounds at least two times per shift, recording all irregularities found in the appropriate logbook.
25. Uses caution when unlocking a secured area to allow those not ordinarily assigned in these areas to enter (logs accordingly and by whose authorization).
26. Makes "emergency runs" as requested.
27. Follows established procedure for utility failure once emergency generator is operating.
28. Performs minor maintenance duties (if knowledgeable) in the absence of maintenance personnel.
29. Courier service for hospital to clinics and other sites as assigned.
30. Assists with unloading of hospital supplies when requested.

31. Responsible for snow and ice removal in inclement weather.
32. Maintains a current drivers license.
33. Reports accidents/incidents in a timely manner, completing and forwarding appropriate form.
34. Attends and participates in-service educational classes and on-the-job training programs when scheduled.
35. Ensures that patient rights to fair and equitable treatment, including CONFIDENTIALITY, privacy, property and civil rights, including the right to make complaints are followed.
36. Follows established cleaning policies and procedures.
37. Follows safety regulations and precautions; reports unsafe/hazardous conditions and faulty equipment to Manager on a timely basis.
38. Follows established Infection Control policies and procedures.
39. Willing to work beyond scheduled working hours when needed.
40. Displays tact and mature manner when dealing or communicating with or in the presence of clients, their families, visitors and other employees.
41. Displays interest and enthusiasm, often making suggestions for cost containment and work simplification.
42. Understand and responds to hospital emergency codes.
43. Assists with the moving of patients when requested.
44. Provides escort services for employees as scheduled or requested.
45. Conducts fire drill as scheduled.
46. Sets up parking for emergency helicopter landing.
47. Reports to work on time, when scheduled and in clean and proper attire.
48. Performs other duties as instructed by the Director, House Charge or the Hospital President / CEO.

QUALIFICATIONS

1. High school diploma or equivalent.
2. Past experience in floor maintenance and janitorial duties is helpful but not required. On the job training will be provided.

EXPERIENCE & SKILLS

- Must be able to follow verbal and written instructions.
- Must possess the ability to deal tactfully when communicating with other employees, clients, their families, visitors, and others.
- Be a minimum of 18 years of age.
- Possess the ability to learn housekeeping and custodial practices and use of machines, keeping equipment clean and in proper storage areas when a job is completed.
- Must be willing to incorporate changes into daily routine as requested or as they become necessary.

PHYSICAL DEMANDS/WORKING CONDITIONS

1. Must be able to move intermittently throughout the day.
2. Must be able to cope with the mental and emotional stress of the position.
3. Must possess sight/hearing senses, or use prosthetics that will enable these senses to function adequately so the requirements of this position can be fully met.
4. Actions, speech and dress must reflect a positive, caring image at all times.
5. Must function independently, have personal integrity, have flexibility, and the ability to work

efficiently with support personnel and outside agencies.

6. Must possess the ability to push and pull mops, handle electrical or battery powered cleaning equipment (scrubbers, vacuums, etc), wall washing equipment, etc., as well as lifting and moving moderately heavy equipment.
7. Occasional kneeling, stooping, crouching, mopping and scrubbing of floors, cleaning Hospital fixtures, window washing, etc.
8. Works in all areas of the facility as assigned or as scheduled.
9. Subject to frequent interruptions.

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