

Family Health Centers – Job Description

JOB TITLE: Clinic Custodian

DEPARTMENT: Medical and Dental Clinics

Revised Date: January 2013

FLSA STATUS: Non-Exempt/Hourly

REPORT TO: Clinic Operations Manager

PRIMARY ACCOUNTABILITY:

Responsible for ensuring that buildings and equipment are cleaned, orderly and sanitized.

PRIMARY DUTIES AND RESPONSIBILITIES

- 1) Daily Cleaning activities
 - a) Dusts and wet mops all linoleum floors in patient care areas and in restroom areas
 - b) Dusts, cleans and sanitizes all counter tops, window ledges and horizontal surfaces in exam room, public waiting rooms, and office spaces.
 - c) Disinfects and sanitizes exam rooms and exam tables
 - d) Cleans glass surfaces and windows.
 - e) Cleans and sanitizes all sinks and toilet basins
 - f) Ensures paper and soap dispensers are stocked and functional
 - g) Spot cleans and vacuums all carpeted areas
- 2) Weekly Cleaning activities
 - a) Terminally cleans all exam rooms and bathrooms
- 3) Supply control
 - a) Monitors janitorial supply inventory, and orders, as needed, per established procurement guidelines
 - b) Maintains janitorial equipment and storage areas in a clean and organized fashion
- 4) Safety
 - a) Installs interior lights
 - b) Schedules and performs filter changes on air handling units
 - c) Forwards MSD sheets on all janitorial supplies to the Clinic Operations Manager
- 5) Attendance
 - a) Ensures attendance and hours worked are accurately recorded in computerized timekeeping system
 - b) Properly manages paid vacation and sick leave
 - c) Responsible for regular, predictable attendance and to work hours as scheduled, which may include evenings or weekends

GENERAL DEVELOPMENT

1. Requires basic organizational skills, typically to organize own work
2. Job duties require the ability to work independently and as part of a team
3. Job duties are typically performed in response to workflow or ongoing direction by supervisors or others
4. Employees are expected to determine an effective response to situations encountered within established precedent
5. Work requires consideration of the impact of work product on other employees in the work process

PROFESSIONAL & TECHNICAL KNOWLEDGE

- Possess a basic level of written and verbal communication skills, computational and computer skills and mathematical knowledge typically acquired through completion of high school program

TECHNICAL SKILLS

1. Ability to prepare basic correspondence and simple reports in Microsoft Word
2. Ability to create, send and manage email in Outlook
3. Ability to access web-based applications and programs of others

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COMMUNICATION SKILLS

- 1) Employee is required to effectively communicate using FHC’s core values; the **Core Dimensions**
 - a) **Respect**—using manners and appropriate language; maintaining a person’s dignity and confidentiality; giving credit where due; asking others for their input and feedback
 - b) **Empathy**—to show someone you understand what they are feeling without judgment; engaged listening with no distractions; acknowledgment and paraphrasing; eye contact
 - c) **Genuineness**—tone of voice and body language are congruent; showing consistent behaviors over time; integrity (follow-through and follow-up); humility (admitting when a mistake is made)
 - d) **Specificity**—what details can you give so someone knows what “excellence” looks like; models or samples; one-on-one mentoring; alternate plans
- 2) Job duties require employee to provide excellent customer service to all internal and external customers
- 3) Job Duties require the effective communication of information in written (including electronic correspondence)

WORK ENVIRONMENT

Work is performed in and around an ambulatory care setting, which may include the requirement to work outdoors and at other sites.

TYPICAL PHYSICAL DEMANDS

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing					x
Walking				x	
Climbing				x	
Sitting				x	
Stooping / Kneeling				x	
Lift/Carry up to 15 lbs.				x	
Lift/Carry up to 30 lbs.				x	
Lift/Carry up to 50 lbs.				x	
Push/Pull up to 25 lbs. of exertion				x	
Push/Pull up to 50 lbs. of exertion				x	
Work below waist level				x	
Work at waist to shoulder level					x
Work above shoulder level			x		
Reach further than arm's length					x
Fingering					x
Grasping / Holding					x
Talking					x
Hearing					x
Seeing					x
Work in confined spaces				x	
Exposed to extreme temperatures			x		
Operate tools or machinery (incl. office equip.)					x
Operate motorized vehicles/equipment				x	
Work at heights balancing				x	
Use/exposed to hazardous substances				x	

This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

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Signature below acknowledges that I have received a copy of my job description.

Employee Signature

Date

Witness Signature

Date