**West Cecil Health Center, Inc. & Qualified Subsidiaries**

**Job Description**

**Title:** Custodian **Job #:** 3202

**Department:** Administration **Reports to:** Facilities Manager

**FLSA Status:** Non-Exempt

**Board Approved:** Revised 8/24/17

**POSITION SUMMARY**

Under the general supervision of the Facilities Manager, the Custodian has the primary responsibility for cleaning the center in such a way to promote health and safety while reducing the spread of infection. It is the role of the custodian to follow daily, weekly and monthly cleaning schedules at West Cecil Health Center. The custodian follows the cleaning schedule when patients are not in the center so no interference with their care occurs. The custodian may also be responsible for performing additional duties not stipulated below. If so, these duties are specified as an addendum to this description. These additional duties may include general building and grounds maintenance, laundry, etc.

**ESSENTIAL FUNCTIONS**

* Follows and completes the center's daily, weekly and monthly cleaning schedule. These duties include:
  + Collects and bags all garbage from the center, placing the tied bags in a closed dumpster.
  + Disinfects and cleans garbage and trashcans, and changes bags daily.
  + Washes and sanitizes bathroom and patient room fixtures daily with germicidal solution.
  + Using germicidal solution, wet mops all washable floors daily including kitchen, bathroom, and offices.
  + Washes bathroom, kitchen, and other windows (inside and outside) and walls using germicidal solution as scheduled or needed.
* Vacuums all carpeting daily.
* Sweeps and clears entrance spaces, daily.
* Dusts, washes and sanitizes other surfaces as specified in schedule.
* Performs other cleaning duties as specified in schedule.
* Refills paper towel, tissue, toilet paper and hand soap in all dispensers.
* Changes light bulbs, as needed.
* Reports the following to the Facilities Manager, or designated staff person:
  + Presence of animals, vermin or insects.
  + Need for cleaning supplies or equipment repair in advance.
  + Water leaks, and other maintenance needs.
  + All other health and safety hazards noticed.
* Participates in emergency drills and environmental safety activities, as requested.
* Attends and participates in center pre-service and in-service trainings.
* Performs other duties as specified in job description addendum or as assigned

**KEY COMPETENCIES**

* Thoroughness.
* Time Management

**SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

**POSITION TYPE AND EXPECTED HOURS OF WORK**

No travel is expected for this position.

**LOCATION/TRAVEL**

* Located in West Cecil Health Center and/or its qualified subsidiaries. Travel is primarily local during the business day, although some out-of-the-area travel may be expected

**POSITION REQUIREMENTS**

***Preferred Education***

* It is preferred that the Custodian has training in the custodial field.

***Preferred Experience***

* Experience in the custodial field desirable.

***Physical/Environmental***

* Visual acuity within professionally determined normal ranges, with correction if needed.
* Manual dexterity sufficient to: manipulate cleaning supplies and equipment.
* Must be able to physically move through the center.

***Additional Eligibility Qualifications***

* Knowledge of proper cleaning methods required
* Knowledge of the challenges and strengths of low-income and migrant families.
* Effective oral and written communication skills commensurate with the responsibilities of the position are required
* Must have effective organizational, problem solving, and time management skills

**Additional Requirements:**

* Ability to pass a physical exam every two years and a TB test yearly. Must be able to comply with background check, including fingerprints, as required by the agency and/or Maryland Licensing Agency. Ability to present a positive image of the organization to members of the community. Must be free of communicable diseases and breathing impairments... Ability to learn and comprehend information from Procedures Manuals and other materials. and classrooms. Ability to lift 55 pounds is required. Successful experience working as an effective member of a team is desirable. Experience successfully working with a culturally diverse staff & clients is also desirable. Regular access to a reliable transportation, a valid driver's license and vehicle insurance is preferred. Must possess personal qualifications as required by Federally Qualified Health Centers or other applicable regulations including: emotional maturity, willingness to cooperate with the aims of the health center, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.

**Working Conditions:**

* Tasks that involve possible exposure to blood, bodily fluids or tissues. Risk involved with travel on main highway, side streets and rural roads during business travel, including evenings and weekends. Tasks that involve handling implements or utensils, use of public or shared bathroom facilities or telephones and personal contacts are required. Possible exposure to communicable diseases. This job involves standing for long periods as well as stooping, squatting, lifting, carrying, pushing and climbing. Able to work a flexible schedule. Must be able to travel, enter, and exit a vehicle without assistance and withstand exposure to adverse weather conditions. Wearing of protective equipment, such as latex gloves, per OSHA regulations is required.
* The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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Employee signature below constitutes employee’s understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_