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|  | **POSITION:**  Reports to:  Approved:  Revised:  Department:  FLSA: | JOB DESCRIPTION  **Night Custodian**  Clinic Manager  December 16, 2019  December 16, 2019  Clinical  Non-Exempt |

**Basic Function:** Reporting under the Clinic Manager, the Night Custodian is responsible for keeping the clinic clean.  Custodians work to make sure that areas are neat, clean, and free from clutter and safe. This position may be flexible – working 5-10 hours per week over 5-6 business days. Arrives after hours, spending 1-2 hours each night ensuring the clinic is clean and ready for the next business day.

**Essential Functions:**

1. Sweeps, mops, vacuums, and cleans windows.
2. Cleans and stocks bathrooms.
3. Understands infection control in the healthcare industry.
4. Tracks information regarding delivery times and shipment contents as needed.
5. Makes sure building is properly locked.
6. May perform minor maintenance and repairs.
7. Records cleaning logs.
8. Protects patient confidentiality, making sure protected health information is secured by not leaving PHI in plain sight while cleaning the facility.

**Secondary Functions:**

1. Maintains cleaning records and other information as it relates to infection control.
2. Maintains inventory of supplies. Restocks as needed to ensure clean and efficient working environment

**Minimum Qualifications:**

1. Detail oriented, organized, professional, and the ability to multi-task.
2. Reliability and strong attention to detail.
3. Ability to maintain confidentiality at all times in all situations and follow the laws and intent of the most current HIPAA laws and regulations and Creek Valley Health Clinic’s security and privacy policies.
4. Ability to read, write and speak clearly (English).

**Preferred Qualifications:**

1. High school diploma or equivalent.
2. Experience in an outpatient clinic, FQHC, RHC, or other healthcare setting.
3. Experience in housekeeping and custodial work.
4. Firm understanding of Colorado City, Hildale, and the surrounding area.

**Appearance Standards:**

This position shall follow the appearance standards as outlined in the Personnel Policy “*Dress and Personal Appearance”*

**Physical Requirements:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Administrative Staff** | | | | |
|  | **Not Applicable** | **Occasionally** | **Frequently** | **Constantly** |
| **Stand** |  |  |  | X |
| **Vision - near** |  |  |  | **X** |
| **Vision – w/assistance** |  |  |  | **X** |
| **Walk** |  |  |  | X |
| **Sit** |  | X |  |  |
| **Handling** |  |  |  | **X** |
| **Reach outward** |  |  | **X** |  |
| **Reach above shoulder** |  |  | **X** |  |
| **Climb** |  | **X** |  |  |
| **Crawl** |  | **X** |  |  |
| **Squat/kneel** |  | **X** |  |  |
| **Bend** |  |  | **X** |  |
| **Lift/Carry** |  |  |  |  |
| **10 lbs or less** |  |  | **X** |  |
| **11-20 lbs** |  |  | **X** |  |
| **21-50 lbs** |  |  | **X** |  |
| **51-100 lbs** |  | X |  |  |
| **Over 100 lbs** |  | **X** |  |  |
| **Push/Pull** |  |  |  |  |
| **12 lbs or less** |  | **X** |  |  |
| **13-25 lbs** |  | **X** |  |  |
| **26-40 lbs** |  | **X** |  |  |
| **41-100 lbs** |  | **X** |  |  |
|  |  |  |  |  |
| Not applicable | Activity does not apply to this position | | | |
| Occasionally | Position requires this activity up to 33% of the time (0-2.5 hrs per day) | | | |
| Frequently | Position requires this activity from 33%-66% of the time (2.5-5.5 hrs) | | | |
| Constantly | Position requires this activity more than 66% of the time (5.5 hrs +) | | | |

**OSHA CATEGORY CLASSIFICATION:**

I understand that the duties that are required of me place me in a Category II.

*While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.*

Travel □is 🗵is not required.It is anticipated that travel will be:□ 5% – 10% □ 50%-75%

□ 10% – 25% □ 75% - 90%

□ 25% – 50%

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job’s responsibilities/tasks may be modified and/or expanded over time. **Creek Valley Health Clinic will inform the employee when changes in the respective job description are made.**

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. **I understand that failure to adhere to these responsibilities could be grounds for disciplinary action.**

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Print Name Signature Date