



Janitor & Maintenance Specialist

REPORTS TO: Clinic Operations Director
FLSA CATEGORY: Non-Exempt, Part Time
EEO CATEGORY: Service Worker

POSITION DESCRIPTION

Keep clinic buildings in clean and orderly condition. Perform light and heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties include performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalks, stairs and ramps.

ESSENTIAL FUNCTIONS

1. Clean clinic floors by sweeping, mopping, scrubbing, or vacuuming them.
2. Gather and empty trash.
3. Service, clean, and supply restrooms.
4. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
5. Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
6. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
7. Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
8. Notify management concerning the need for major repairs or additions to building operating systems.
9. Remove snow from sidewalks, stairways, ramps using snow shovels, and spread snow melting chemicals.
10. Requisition supplies and equipment needed for cleaning and maintenance duties.
11. Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
12. Clean and polish furniture and fixtures.

13. Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
14. Dust furniture, walls, machines, and equipment.
15. Steam-clean or shampoo carpets.
16. Strip, seal, finish, and polish floors.
17. Perform minor maintenance of walls, doors and hallways.
18. Perform touch-up painting and drywall repair.
19. Clean and replace light bulbs, fluorescent light bulbs, as needed.

RESPONSIBILITIES

Other Duties/Responsibilities: As assigned.

Supervision Received: Reports directly to the Clinic Operations Director.

Supervisory Responsibilities: None

Budgetary/Fiscal Responsibility: None

Policy and Procedure Interpretation and Development: Understand and adheres to existing policies and procedures.

Contact with Others: Daily contact with HealthWorks staff, providers, and patients.

JOB REQUIREMENTS/EXPERIENCE

Education: High School diploma or equivalent combination of education and experience required.

Knowledge, Skills, and Abilities: Must possess ability to work independently to achieve a defined goal. Understanding of basic cleaning procedures and methods. Ability to read and follow directions. User of cleaning equipment such as vacuums, buffers, carpet cleaning machines. Understanding and skill to make minor repairs.

Experience: Minimum of two years' experience in janitorial and maintenance receptibilities.

Licenses/Certifications: Valid Wyoming Driver's License

BEHAVIORAL EXPECTATIONS

Clinical Quality and Patient Safety

- Assumes personal responsibility for providing quality service, comfort and responsiveness as perceived by patients, visitors, physicians, and co-workers.

Service Excellence and Employee Engagement

- Demonstrates self-initiative and the ability to adapt to the challenges, conflicts, and ambiguities inherent to the position. Exhibits reliability and dependability. Reports to work on time and as scheduled. Demonstrates the willingness to accept other tasks as assigned. Exhibits ethical behavior and honesty.
- Demonstrates a commitment to individual growth and expansion of knowledge as it attributes to the position. Actively and aggressively initiates action to improve performance. Recognizes the value of teamwork and works cooperatively with others.
- Demonstrates a commitment to HealthWorks' mission, vision, and values.

PHYSICAL REQUIREMENTS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made upon request to enable individuals with disabilities to perform the essential functions.
2. Ability to speak, understand, and communicate the English language effectively. Ability to hear adequately on the phone or in person and group settings.
3. Ability to work in a clinic and outdoor environment using various equipment including; cleaning equipment such as vacuums, buffers, carpet cleaning machines, ladders, paint brushes and rollers. Mobility necessary to access various offices and a wide variety of outdoor conditions.
4. Mobility necessary to perform a variety of tasks that involve standing, walking, sitting, stooping, kneeling, bending and twisting, climbing stairs, reaching chest high and overhead for materials and cleaning. Ability to work in various outdoor weather conditions.
5. Possess faculties, mobility and ability necessary to access research and interpret information from a variety of media (e.g., computer screen, projected images, printed material) and individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

All HealthWorks' facilities are tobacco-free.

EXPOSURE TO HAZARDS

Housekeeping products, sterilization equipment and chemicals, needles, high noise levels caused by dental equipment, chemicals found in dental materials and products, such as acids and disinfectants, biological hazards such as blood borne pathogens, infectious diseases, contaminated wastes, saliva, and radiation. Cold and wet conditions, slippery surfaces of ice and snow.

HOURS OF WORK / ATTENDANCE REQUIREMENTS

Regular attendance is required. Hours before or after hours of closing will be required.

TRAVEL

Occasional travel may be required to pick up cleaning supplies or rental equipment.

BLOOD/FLUID EXPOSURE RISK

Blood/Fluid Exposure Risk: (Check the appropriate category)

- Category I:** Tasks routinely involved in potential for mucous membrane or skin contact exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.
- Category II:** Usual tasks do not involve exposure to blood, body, fluids or tissues but job may require performing unplanned Category I tasks.
- Category III:** Tasks involved no greater exposure to blood, body fluids or tissues than would be encountered by a visitor. Category I tasks are not a condition of employment.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date