

PARK VIEW HEALTH CENTER

POSITION DESCRIPTION

The duties listed are not set forth for the purposes of limiting the assignment of work and are not to be construed as a complete list of the many duties normally to be performed under this job title. Other duties not listed may be assigned. Regardless of supervision, each employee has responsibility for his own actions. This includes, but is not limited to, proper attitude toward residents, all co-workers and proper care and use of county property. It also includes questioning and reporting to the supervisor if a work situation is unfamiliar or appears inappropriate or unsafe. Employee must hold confidential all information regarding residents.

POSITION: Custodian/Room Attendant

January 2008

DEPARTMENT: Housekeeping

REPORTS TO: Housekeeping Supervisor/Business Manager

FUNCTION: Assists in maintaining a sanitary, safe environment for residents, employees and visitors in compliance with Park View procedures and state and federal statutes.

DUTIES AND RESPONSIBILITIES:

1. Completes tasks in a workman like manner, ensuring tasks are accomplished neatly, safely and in compliance with all appropriate codes and standards.
2. Takes responsibility for infection control by providing a safe sanitary environment and to prevent the development and transmission of disease and infection.
3. Cleans resident rooms and observes resident's rights including careful handling of resident's personal property, bathrooms, and public areas according to established procedures, insuring that all areas are in an attractive, clean, orderly and sanitary condition.
4. Completes cleaning of resident rooms according to schedule; duties include but not limited to washing walls, ceilings, doors, disinfecting beds, mattresses, over bed tables, chairs, bedside stands and the inside and outside of windows when necessary. Performs daily bed making tasks and changes linens according to schedule, when resident is discharged or transferred; disinfects bed, mattress, chair, bedside cabinet and wardrobe.
5. Duties that may routinely be scheduled on a weekly and/or monthly basis: distribution of diapers, washing of diversional/leisure activity equipment, cleaning of refrigerators, washing of medication carts, resident mechanical lifts, garbage carts, etc.
6. Operates floor care equipment, including vacuums, extractors, scrubbers, buffers and wet/dry vacuums and understand all operating functions of the various equipment.

7. Changes light bulbs as required.
8. Cleaning of furniture, including dusting, polishing, shampooing as needed.
9. Pick up and properly dispose of garbage, glass and recyclable material. Safely handle waste using universal precautions when indicated
10. Takes a pro-active approach while solving problems or concerns with a minimum amount of supervision; demonstrates flexibility in daily assignments or when scheduled assignments change; uses appropriate verbal and non verbal communication to provide a therapeutic environment for residents; reports residents' requests and needs to nursing staff, and communicates with supervisor.
11. Completes room arrangements/setups as specified.
12. Attends inservice/training classes as assigned.
13. Responsible to immediately report any incident where you observe or have knowledge of alleged mistreatment, abuse or neglect of a resident and/or misappropriation of a resident's property.
14. Other duties as assigned.

GENERAL QUALIFICATIONS:

1. High school diploma or equivalent. Successful completion of janitorial/custodial classes or 2 years of janitorial/custodial experience, preferably in a healthcare facility, required.
2. Must have the ability to work with simple mathematical formulas, dilution ratios and the understanding of chemical MSDS's and understanding of Park View Health Center's policy and procedures.
3. Must be able to read and write. Must have the ability to follow oral and written instructions accurately and communicate verbally and/or written with others effectively.
4. Must have the ability and patience to work in areas/situations where they may be continuously exposed to mental illness, confused and/or aggressive residents.
5. Must be able to perform heavy physical activity, involving some heavy lifting often combined with bending, twisting, working above ground and able to remain on feet for up to 8 hours per day.
6. Knowledge of how to use a variety of housekeeping/janitorial/custodial equipment and the proper use of a wide variety of cleaning and sanitizing chemicals.
7. Will be required to work days, evenings, weekends or holiday shift assignments. Custodian must be able to work additional hours as needed in emergencies/unusual

circumstances. In addition to fluctuation of hours as deemed necessary.

8. Must have the ability to work well with others.

PHYSICAL QUALIFICATIONS

1. Must be able to perform heavy physical activity, involving some heavy lifting often combined with bending, twisting, working above ground or on/in irregular places.
2. Ability to lift items of 50 pounds or more several times per shift.
3. Ability to perform work from a standing or walking position throughout the bulk of the shift.
4. Ability to perform heavy manual labor for short periods of time under adverse weather elements and/or temperatures.
5. Ability to perform heavy manual labor involving frequent bending, stooping, climbing and crawling.
6. Ability to work safely while on ladders, at times high above floor/ground.

Date

Employee

EQUAL OPPORTUNITY EMPLOYER