



GREATER VALLEY HEALTH CENTER

Greater Valley Health Center (GVHC) recognizes employees are at the heart of our ability to meet the needs of our patients and community. We invite every employee to contribute at the highest possible level. This position description is provided to outline the primary duties, qualifications, and job scope. It is not intended to limit the employee or GVHC to just the work identified. We expect each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

It is the policy of this facility to provide equal opportunity to persons regardless of race, religions, age (over 40), gender, disability, veteran, genetic information or any other classifications in accordance with federal, state, and local statues, regulations and ordinances.

Job Title	Environmental Services Custodian – Part-time		
Wage		Schedule	Flexible hours & days/can be a shared position
Working hours per week	20		
Reports to (job title)	Human Resource Director	Non Exempt	

Job purpose (*Why does the job exist? What is it there to achieve or deliver?*)

To maintain a sanitary, clean and orderly environment for patients, co-workers, and visitors.

Knowledge, Skills & Experience (*work experience, qualifications, specialist training, key skills, disposition*)

	Requirements	Essential/Desirable
Qualifications	High School Graduate or GED.	Essential
Experience	Previous environmental services work preferred-office or clinic or hospital or a combination of any.	Desirable
Knowledge & skills	Be reliable, responsible, and dependable, and fulfill obligations. Develop goals and plans to prioritize, organize, and accomplish your work. Attention to details. Understand cleaning order-top to bottom. Maintain cart and supplies clean, neat, and orderly. Use cleaning chemicals properly by following directions for use. Understand and practice confidentiality-HIPAA Maintain cleaning/chemical supplies.	Essential
Abilities	Ability to work independently to complete tasks.	Essential

	<p>Ability to read and write.</p> <p>Ability to listen to and understand information and ideas presented through spoken words and sentences.</p> <p>Ability to bend, stretch, twist, or reach with your body, arms, and/or legs.</p> <p>Ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.</p>	
Special Requirements	Have and maintain a valid Montana's driver license.	Essential
Attitude & disposition	Strong work ethic, positive, caring, knowledge of cultural diversity and social determinants of health, team oriented. May be requested to perform functions relevant to the position but not listed.	Desirable

Main Duties and Responsibilities of the Role: these duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

Collect and dispose of trash.

Collect and dispose of medical waste.

Clean interior windows and mirrors.

Office areas: collect trash, dust furniture (not desk tops) vacuum/sweep/mop floors, clean interior windows

Breakroom: collect trash, sanitize tables and chairs, sanitize high touch areas (door handles/knobs, light switches), sweep, dust mop and wet mop floor.

Medical areas: sanitize all patient exam tables, counters, sinks, sanitize high touch areas (door handles/knobs, light switches), collect trash, dust furniture (not desk tops) vacuum/sweep/mop floors, clean interior windows

Perform periodic cleaning as needed or scheduled: cleaning carpet/stripping and waxing floors/wall washing/fronts of cabinets, etc,

Wear proper PPE.

Notify manager concerning the need for major repairs or additions to Human Resource Director, Executive Director or designee.

Working Environment (*knowledge of special working practices, breadth of management skill required, customer impact, responsibility, efficiency*)

Work is mainly performed in an office/clinic setting with computer/phone work and moderate noise. Standing, bending, sitting, lifting, waling, stooping, pushing and pulling required. Operate equipment. Inside 95%. Outside-5% (empty trash)

Freedom to Act & Decision Making (*depth of control, supervision received, use of judgement & initiative, analytical ability*)

Work independently to complete tasks is a must; use sound judgment but ask questions if needed; show initiative for work/work flow improvements.

Communication & Networking (*liaison with others, type and level of communications*)

Clear and detailed written and/or verbal communication with patients, patient family members, co-workers, and providers is required. Report any issues/concerns to Human Resource Director.

Finance/Resource Management (*budgeting, forecasting*)

Use supplies efficiently, maintain proper amount on hand, use and maintain equipment properly.

People Management (*supervisory responsibility, human relations skills*)

Non-supervisory position

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the changing of the post.

Confirmation Section

Employee signature

Date:

Print name

Supervisor Signature

Date:

Print name

CEO:

Comments: