

Job Description



Job Title: Custodian
Department: Building/Facilities
Report To: Facilities Manager

Job Summary:

Sustain a sterile environment in all areas of the clinic and surgery center.

Core Competencies

Proactive

Anticipatory, change-oriented and self-initiated behavior. Proactive behavior involves acting in advance of a future situation, rather than just reacting. It means taking control and making things happen. Proactive employees generally do not need to be asked to act, nor do they require detailed instruction. Take initiative to see an issue and develop realistic solutions.

Achieve

Demonstrate effort, skill, or tenacity to reach or attain a desired objective, level of performance or quality of work. Carry out tasks successfully and completely. Attain goals despite difficulty. Able to exert the necessary effort using their own skill set to perform at the highest level desired within our organization.

Team Conscious

Demonstrate a genuine interest in thoughts and opinions, values, and needs of co-workers. Avoid speaking, writing, or doing other things that could be seen as disrespectful of patients and/or co-workers. Recognize and show respect for the strengths and contributions of others. Work with others to accomplish a common goal or objective.

Integrity

Act in ways that demonstrate personal reliability, honesty, and care that exhibit integrity and serves as a positive example of why others should trust the motives of our organization. View themselves as a reflection of the organization by following through on commitments and accepting ownership of any mistakes they might make. Leave others with a clear impression that integrity is a core value of Premier Bone & Joint Centers. This is in contrast to individuals who make commitments that go unmet, fail to acknowledge their role in disappointing events, or whose actions (or inaction) leave others with doubts about the level of trust that should be placed in Premier Bone & Joint Centers.

Excellence

Have the will to win, the desire to succeed, the urge to reach their full potential. We are what we repeatedly do. Excellence is the path chosen to be successful at work. The word excellence is defined as the quality of surpassing the average, possessing high qualities in one's field. It's about developing a winning mindset that says "I want to be great at what I do. I want my personal life and my work to be spectacular." Developing excellence is a deliberate process and takes time, yet it can be developed by creating a personal strategy that will put you on the road to success in life and in the workplace.

Never Quit

Can always be counted on to go above and beyond what is asked. Always give extra and unending effort and offer support to other team members. Persevere in completing tasks and don't get discouraged or cut short efforts to accomplish goals and objectives. Make and fulfill commitments. Establish a pattern of working independence, always intend to fulfill any promise made, prepare for meetings and other tasks.

Trust

Believe that someone or something is reliable, good, honest, and effective. Act responsibly for the safety and care of Premier Bone & Joint Centers' patients. One is able to believe that something relayed by this employee, is true or correct even though you do not have proof of it. One is able to have firm belief in the reliability, truth, ability, or strength of this employee. This is an employee that one would put complete faith in and be confident that the integrity of this employee would guide their actions.

Communication

Communicate effectively, respectfully, and appropriately. Use good judgment as to what to communicate to whom by utilizing the chain of command, as well as the best way to get that accomplished. Speaks in a clear and credible manner, selecting the right tone for the situation and audience. Listen to others and allow them to make their point. Be respectful to feedback and respond accordingly.

Essential Duties and Responsibilities – ASC (Ambulatory Surgery Center)

Mop Floor - Daily

Wet mop floor, wall to wall, daily, in both operating rooms, scrub sink area/hallway, large equipment storage room, soiled receiving/sterile processing, offices, washer/dryer room, 23-hour kitchen, housekeeping closet, employee bathroom, anesthesia room, mop room, and back entry hall.

Mop Floor - Weekly

Wet mop floor, wall to wall, weekly, in the equipment storage room.

Surgical Lights

Damp dust surgical lights and arms daily, in both operating rooms.

Ventilation

Damp dust ventilation face plates daily, in both operating rooms.

Return Ventilation

Damp dust return ventilation and heating grills weekly, in both operating rooms, employee locker room, recovery/recliner area, employee bathroom, and patient rooms/nurses desk/bathrooms.

Cabinet

Damp dust cabinets and door handles daily, in both operating rooms, soiled receiving/sterile processing, and anesthesia room.

Cabinet Fronts

Damp dust cabinet fronts and tops weekly, in both operating rooms, large equipment storage room, soiled receiving/sterile processing, recovery/recliner area, anesthesia room, and mop room.

Door Surfaces

Damp dust door surfaces daily, in both operating rooms.

Door Handles

Damp dust door handles and light switches daily, in the back entry hall and housekeeping closet.

Lockers

Damp dust cabinet, locker fronts and tops weekly, in the employee locker room, employee bathroom, and dressing room.

Horizontal Surfaces

Damp dust horizontal surfaces daily, in both operating rooms, scrub sink area/hallway, large equipment storage room, soiled receiving/sterile processing, recovery/recliner area, offices, washer/dryer room, housekeeping closet, patient rooms/nurses desk/bathrooms, anesthesia room, mop room, back entry hall, and housekeeping closet.

Ceiling - Weekly

Damp dust ceilings and walls weekly, in both operating rooms, scrub sink area/hallway, large equipment storage room, soiled receiving/sterile processing, employee locker room, recovery/recliner areas, employee bathroom, patient rooms/nurses desk/bathrooms, anesthesia room, and mop room.

Ceiling Light Covers - Monthly

Damp dust ceiling light covers monthly, in soiled receiving/sterile processing, employee locker room, recovery/recliner area, employee bathroom, patient rooms/nurses desk/bathrooms, anesthesia room, mop room, back entry hall, and housekeeping closet.

Ceiling Light Cover, Inside

Damp dust ceiling light covers and inside surface monthly, in both operating rooms, scrub sink area/hallway, and large equipment storage room.

Ceiling - Monthly

Damp dust ceilings and walls monthly, in the back entry hall and housekeeping closet.

Equipment

Damp dust furniture and equipment daily, in both operating rooms and recovery/recliner area.

Refrigerator

Damp dust refrigerator and ice maker exterior daily, in the recovery/recliner area.

Window Sills

Damp dust window sills weekly, in the recovery/recliner area, offices, and patient rooms/nurses desk/bathrooms.

Window Glass

Clean window glass weekly, in the recovery/recliner area and offices.

Blinds

Damp dust blinds weekly, in recovery/recliner area, offices, and patient rooms/nurses desk/bathrooms.

Curtains

Laundry and iron divider curtains every (4) months.

Sink

Scrub sink daily, in the scrub sink area/hallway, anesthesia room, recovery/recliner area, and 23-hour kitchen; scrub floor sink daily, in the mop room and housekeeping closet.

Sink and Toilet

Scrub sink and toilet daily, in the employee locker room, employee bathroom, and patient rooms/nurses desk/bathrooms.

Sink and Hopper

Scrub sink and hopper daily.

Showers

Scrub/check showers daily, in patient rooms/nurses desk/bathrooms.

Demineralize

Demineralize and scrub faucet heads weekly, in soiled receiving/sterile processing, employee locker room, recovery/recliner area, washer/dryer room, 23-hour kitchen, and employee bathroom.

Soap Dispenser

Refill soap and paper towel dispensers daily, in the scrub sink area/hallway, employee locker room, recovery/recliner area, employee bathroom, and patient rooms/nurses desk/bathrooms.

Mirror

Clean mirror daily, in the employee locker room, employee bathroom, and patient rooms/nurses desk/bathrooms.

Polish

Polish sterilizer/warmer fronts daily, in the soiled receiving/sterile processing; polish warmer daily, in the recovery/recliner area.

Vacuum

Vacuum floor, wall to wall daily, in the dressing room and patient rooms/nurses desk/bathrooms.

Vacuum or Mop

Wet mop or vacuum floor, wall to wall daily, in the employee locker room, recovery/recliner area, and offices.

Trash

Empty trash daily, in both operating rooms, scrub sink area/hallway, soiled receiving/sterile processing, employee locker room, recovery/recliner area, offices, washer/dryer room, 23-hour kitchen, housekeeping closet, dressing room, employee bathroom, and patient rooms/nurses desk/bathrooms.

Essential Duties and Responsibilities – Clinic

Ceilings - Daily

Damp dust ceilings, walls, and baseboards daily, in all restrooms.

Ceilings - Monthly

Damp dust ceilings, walls, and baseboards monthly, in all carpeted areas and physical therapy.

Ceiling Light Covers - Monthly

Damp dust ceiling light covers monthly, in all restrooms.

Mop

Sweep and mop floors daily, in all restrooms, kitchen/break room, and physical therapy pool area.

Vacuum

Vacuum all carpeted areas and physical therapy daily.

Chairs

Damp wipe chairs daily, in all carpeted areas and physical therapy.

Furniture

Dust all furniture weekly, in all carpeted areas.

Equipment

Dust all furniture and disinfect equipment weekly, in physical therapy.

Counter Tops

Clean all counter tops daily, in all restrooms, kitchen/break room, hallways, and physical therapy.

Sink and Toilet

Scrub sinks and toilets daily, in all bathrooms.

Demineralize

Demineralize and scrub all faucet heads daily, in all restrooms, kitchen/brook room, and physical therapy.

Soap Dispensers

Refill soap and towel dispensers daily, in all restrooms, hallways, and physical therapy.

Mirrors

Clean mirrors daily, in all restrooms.

Sterilize

Sterilize all patient rooms daily.

Clean Windows

Clean windows, glass partitions, and mirrors daily, using soapy water or other cleaners, sponges, and squeegees.

Cleaning Solutions

Use cleaning solutions to remove stains and clean surfaces.

Magazines

Straighten magazines daily in all carpeted areas and physical therapy.

Knowledge

Chemicals

Knowledge of chemicals used in cleaning.

Information Processing

Communication

Communicate effectively and in a timely manner, utilizing the appropriate chain of command.

Language Use Skills

Skill in language use, including reading and comprehending instructions, short correspondence, and memos; constructing correspondence, and presenting information in one-on-one and small group situations.

Personal Growth

Accept responsibility for own professional growth and personal conduct by seeking knowledge in work specific areas, taking advantage of opportunities at work to observe and volunteer.

Flexibility & Stressful Situations

Ability to be flexible, organized, and function under stressful situations.

Interpersonal Skills

Vacuum

Ability to use vacuums, brooms, dust pans, and mops.

Compassion

Demonstrate compassion and caring in dealing with others.

Professional Image

Project a pleasant and professional image.

Analyzing Skills

Skilled in analyzing situations accurately, makes decisions to bring a favorable resolution, and takes effective action.

Flexibility

Respond with flexibility to changing work load and/or patient assignments.

Working Relationships

Ability to establish and maintain effective working relationships with physicians, co-workers and the public.

Initiative

Exhibit initiative and self-directed behavior.

Personal Growth

Accept responsibility for own professional growth and personal conduct.

Other Duties

Perform other duties as directed/required to ensure efficient operations of Premier Bone and Joint Centers.

Adherence to Facility/Departmental Policy

Confidentiality

Observe confidentiality of information in regard to patients, physicians, and fellow employees; ability to maintain confidentiality under HIPAA standards.

Attendance/Punctuality

Maintain a good attendance record and arrive to work punctually.

Overtime

Able to substantiate overtime, minimize overtime, and adjust hours as needed.

Dress Code

Follow dress code.

Staff Meetings

Participate in Premier Bone & Joint Centers and departmental in-services and staff meetings.

Safety & Infection Control Policies

Adhere to safety and infection control policies.

Care of Environment, Equipment, and Supplies

Clean, Neat, Safe Environment

Maintain a clean, neat, and safe environment for patients and staff.

Office Equipment Skills/Malfunctioning Equipment

Utilize correct/safe technique when using equipment and notify manager of malfunctioning equipment.

Education

Degree/Diploma Obtained	Program of Study	Required/Preferred
High School Diploma or Equivalent		Preferred

Experience

Years of Experience	Required/Preferred
1	Previous Custodial Experience - Preferred

Physical Requirements

Action	Description	Frequency
Seeing	Must be able to read labels and instructions.	Constant
Hearing	Must be able to hear well enough to communicate with administrative staff, medical staff, and co-workers.	Constant
Speaking	Must be able to verbally communicate with administrative staff, medical staff, and co-workers.	Constant
Fingering/Grasping	Must have dexterity to clean.	Constant
Bending/Crouching	Must be able to lower oneself in order to perform job responsibilities.	Constant
Stooping/Squatting/ Kneeling	Must be able to stoop, squat, and kneel in order to perform job responsibilities.	Constant
Standing	Must be able to stand for long periods of Time and to maneuver stairs.	Constant

Weight Demands

Action	Description	Frequency
Lifting	Must be able to lift up to 10 pounds.	Frequently
	Must be able to lift 11 to 25 pounds.	Occasionally
	Must be able to lift 26 to 75 pounds.	Rarely
	Must be able to lift more than 76 pounds .	Rarely
Pushing/Pulling	Must be able to push/pull a vacuum, mop, and broom.	Constant

Working Conditions

The fast paced nature of this position may lead to increased levels of personal stress.

Environmental Hazards

The fast paced environment may lead to increased levels of personal stress and demand high mental acuity.

Unique Work Schedule/Travel

May be required to work after hours, on weekends, or holidays. May be required to provide services outside the clinical setting (i.e. at University of High School athletic events).

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct related to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with patients, customers, and fellow employees.

Note: This description is intended to describe the general job duties and employment requirements for adequate job performance, and should not be interpreted as an exhaustive report. Additional duties and responsibilities may be assigned at the discretion of the employees' supervisor.