

## **JOB DESCRIPTION**

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<b>POSITION TITLE:</b>	Custodian
<b>LOCATION:</b>	HOPE Clinic - Main
<b>REPORTS TO:</b>	Facilities & Procurement Coordinator
<b>EDUCATION:</b>	High School Diploma or GED Preferred
<b>WORK EXPERIENCE:</b>	Experience as custodian, janitor, or similar role
<b>SALARY RANGE:</b>	\$11-\$13 an hour
<b>FLSA STATUS:</b>	Non-exempt
<b>POSITION TYPE:</b>	Full Time
<b>LANGUAGE:</b>	Fluent in English; Bilingual in English and Spanish, Arabic, Burmese, Chinese or other languages is preferred

*HOPE Clinic provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

### **JOB SUMMARY:**

Custodians are responsible for maintaining the cleanliness of the clinic's suites. Duties include picking up waste, sweeping, vacuuming and mopping floors, cleaning and restocking bathrooms, cleaning windows and executing minor repairs and maintenance work. Depending on the job, Custodians may be required to operate industrial cleaning equipment and machinery.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- Perform routine cleaning tasks based on a schedule created by the facility management team;
- Use of appropriate cleaning supplies and equipment to keep the interior of the clinic looking clean and professional;
- Ensure spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces;
- Dust and wet mops all floors in patient care areas and in restroom areas;
- Dust, clean, and sanitize all counter tops, window ledges and horizontal surfaces in exam room, public waiting rooms, and office spaces.
- Ensure paper and soap dispensers are fully stocked and functional
- Disinfects and sanitizes exam rooms and exam tables;
- Clean glass surfaces and windows;
- Clean and sanitize all sinks and toilet basins;

- Monitor janitorial supply inventory, and orders, as needed, per established procurement guidelines;
- Maintain janitorial equipment and storage areas in a clean and organized fashion;
- Empty and clean trash receptacles and collect recycling;
- Report major damages and repairs to supervisor;
- Performs other cleaning duties as needed and/or instructed by supervisor(s);
- Adhere to the company's safety policies to create a safe work environment for everyone;
- Participate in emergency drills and environmental safety activities, as requested;
- Attend and participates in center pre-service and in-service trainings;
- Perform other duties as assigned to support HOPE Clinic's Mission, Vision and Values.

**QUALIFICATION REQUIREMENTS:**

- Must be able to handle multiple tasks at once;
- Ability to communicate effectively;
- Reliable and frequent attendance is required;
- Teamwork mentality is strongly preferred.

**EDUCATION and/or EXPERIENCE:**

- High School diploma or GED preferred. Experience as a custodian or janitor is preferred.

**TRAVEL REQUIREMENTS:**

- Ability to travel to satellite sites and/or off-site locations for events or training as needed;
- Proof of liability and property damage insurance on vehicle used is required.

**LANGUAGE SKILLS:**

Ability to effectively present information and respond to questions from groups or center staff, and the public.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

- Bilingual (Vietnamese, Chinese, Arabic and/or Spanish with English) is preferred.
- Must have good transportation and a valid Texas Driver's license.

**LEADERSHIP RESPONSIBILITIES:**

No supervisory or direct people management responsibilities.

**WORK COMPLEXITY/INDEPENDENT JUDGEMENT:**

Work tasks can range from straightforward, routine, structured and guided by established policies and procedures to non-predictable routine. Little, if any, independent judgment is required, outside of making basic choice in the selection and application of established

methods. Wearing of protective equipment, such as latex gloves, goggles, and face masks per OSHA regulations is required.

**PROBLEM SOLVING:**

Decisions are made on routine matters affecting few individuals and usually within the confines of the job's own department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures, or services.

**COMMUNICATION/INTERACTIONS:**

Information sharing - gives and receives information such as options, technical direction, instructions and reporting results. Interactions are mostly with own supervisor and coworkers in own and other departments. Must follow HIPAA guidelines regardless of position title.

**IMPACT OF DECISIONS:**

Follow rules and procedures. Decisions can have minimal or no impact to HOPE Clinic. Errors can be readily detected, usually by the employee, and, if made, would result in minor expense for correction.

**AMERICANS WITH DISABILITIES SPECIFICATION:**

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 to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, stoop, kneel, and use hands and fingers to operate cleaning equipment.
- Light to moderate lifting (up to twenty pounds) is required.
- Ability to uphold the stress of assisting employees of diverse backgrounds.
- Regular, predictable attendance is required.

**WORKING/ENVIRONMENTAL CONDITIONS:**

Work is normally performed in a typical health clinic work environment which may or may not subject the employee to hazardous or unpleasant elements, noise, crowds, confined/restricted but fire hazard approved desk spaces/rooms and varying temperatures at the clinic. There may be occasional off-site/outdoor assignments with exposure to heat/cold, wet/humid, dry/arid airs or temperatures. Wearing of protective equipment, such as latex gloves, per OSHA regulations is required.

*HOPE Clinic is a smoke-free and drug-free workplace in compliance with federal guidelines.*

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Signature

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Date

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Full Name - Printed