



THE PAIUTE INDIAN TRIBE OF UTAH

440 North Paiute Drive • Cedar City, Utah 84721 • (435) 586-1112 • (435) 867-2659 (fax)

POSITION TITLE: Clinic Custodian

DEPARTMENT: Health

SUPERVISOR: Primary Care Provider

LOCATION: Richfield, Utah

STATUS: Part-time (3 days/wk. not to exceed 10 hrs. /wk.) Non-Exempt, Hourly

HOURLY WAGE: \$8.50 DOE (no benefits)

DATE APPROVED: September 20, 2018

OPENS: October 1, 2018

CLOSES: October 12, 2018

JOB SUMMARY

Performs routine and deep cleaning/disinfecting of tribal clinic.

JOB FUNCTIONS include the following. Other duties may be assigned.

1. Cleans, disinfects, vacuums, sweeps and mops all restrooms. Stocks restrooms with paper and other products.
2. Dusts and/or cleans and disinfects furniture, equipment, tops of doors, window ledges, desk, counter tops, light fixtures and switches, chairs and tables.
3. Cleans and disinfects carpet, floors, walls and doors.
4. Cleans and disinfects trash containers
5. Cleans out staff refrigerators
6. Cleans windows and glass.
7. Uses and stores chemicals according to manufacturer recommendations.
8. Disposes of biohazard materials properly.
9. Inventories cleaning supplies, paper products, etc when low and informs supervisor.
10. Processes all custodial supply purchases through their supervisor.
11. Performs minor maintenance and repair work, such as: changing filters, replacing light bulbs etc.
12. Notifies supervisor when major repairs are needed.
13. Maintains and upkeeps equipment and tools needed for job function.
14. Receives, stocks and rotates cleaning supplies.
15. Other duties as assigned to support the efficient operations of the Tribe.

GENERAL REQUIREMENTS

- Must possess and maintain a valid Utah Driver's License and provide proof.
- Must be insurable through the Tribe's vehicle insurance.
- Must pass a criminal and fingerprint background check according to P.L. 101-630 standards.
- Must pass a pre-employment alcohol/drug screening.

MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma, equivalent GED or higher preferred but not required.

Licensing and Regulation:

- None

Necessary Knowledge, Skills and Abilities:

- Ability to work in the clinic environment and not repeat confidential information seen or overheard while performing job function.
- Ability to sufficient reading and writing ability to read and understand such things as: products labels and work instructions.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Ability to understand and follow safety procedures.
- Ability to follow written and oral instructions.
- Basic knowledge of cleaning methods, equipment, chemicals and supplies.
- Comfortable working around chemicals and other cleaning products.
- Knowledge of M.S.D.S.

The Paiute Indian Tribe of Utah is an equal opportunity provider and employer, subject to the federal laws, regulations and policies requiring or allowing Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.

The Paiute Indian Tribe of Utah complies with the Drug-Free Workplace Policy of 1988, which includes pre-employment drug testing and random drug testing once employed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.