



THE PAIUTE INDIAN TRIBE OF UTAH

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

POSITION TITLE: Community Health Center Custodian

DEPARTMENT: Health

SUPERVISOR: Primary Care Provider

LOCATION: Shivwits Community Health Center

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

WAGE: \$10 to \$12/hr. (DOE)

DATE APPROVED: July 3, 2017

OPENS: July 7, 2017

CLOSES: until filled (may close early if enough qualified candidates are achieved).

JOB SUMMARY

Performs routine and deep cleaning/disinfecting of tribal clinic.

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.

ESSENTIAL JOB FUNCTIONS include, but are not limited to, the following:

1. Cleans, disinfects, vacuums, sweeps and mops all restrooms.
2. Stocks restrooms with paper and other products.
3. Dusts and/or cleans and disinfects furniture, equipment, tops of doors, window ledges, desk, counter tops, light fixtures and switches, chairs and tables.
4. Cleans and disinfects carpet, floors, walls and doors.
5. Cleans and disinfects trash containers
6. Cleans out staff refrigerators
7. Cleans windows and glass.
8. Uses and stores chemicals according to manufacturer recommendations.
9. Inventories cleaning supplies, paper products, etc when low and informs supervisor.
10. Performs minor maintenance and repair work, such as: changing filters, replacing light bulbs etc.
11. Notifies supervisor when major repairs are needed.

12. Maintains and upkeeps equipment and tools needed for job function.

13. Receives, stocks and rotates cleaning supplies.

14. Fulfills other duties as assigned.

GENERAL REQUIREMENTS

- Must possess a valid driver license.
- Must be insurable through tribe's auto insurance.
- Must pass a background investigation.
- Must pass an alcohol and drug screening.
- The Tribe reserves the right to require an applicant to submit to and pass a physical examination prior to or contemporaneous with hiring. Refusal to submit to a physical examination may deem an applicant ineligible for the position.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma, equivalent GED or higher preferred but not required.
- Sufficient reading and writing ability to read and understand such things as: products labels and work instructions.
- Comfortable working around chemicals and other cleaning products.

Necessary Knowledge, Skills and Abilities:

- Ability to work in the clinic environment and not repeat confidential information seen or overheard while performing job function.
- Basic knowledge of cleaning methods, equipment, chemicals and supplies.
- Knowledge of S.D.S.
- Ability to work independently on assigned tasks as well as to accept direction on given assignments.
- Ability to follow written and oral instructions.
- Ability to establish and maintain harmonious working relationships with co-workers.
- Ability to work in a variety of weather conditions.
- Ability to climb vertical ladders.
- Ability to understand and follow safety procedures.
- Ability to do sustained physical work.
- Ability to work from a stepladder.
- Ability to analyze and evaluate situations, reach sound conclusions and make appropriate recommendations.
- Ability to effectively organize workload and manage time.
- Ability to multi-task and establish priorities.
- Ability to deal with people in a manner that shows cultural sensitivity, tact and professionalism.
- Ability to make independent judgments which have minor impacts on the department.
- Ability to maintain organization in a changing environment.
- Ability to work well under pressure.
- Ability to work with minimum supervision, while recognizing situations that require management attention.
- Demonstrates respect for and awareness of Native American customs and traditions.
- Skill in operation of listed tools and equipment.

Personal Characteristics:

- Punctual
- Dependable
- Organized

LICENSING AND REGULATION

None

TOOLS AND EQUIPMENT USED

Vacuum, ladder, floor machine, carpet shampooer, cleaning hand tools. Personal protective equipment (i.e., gloves, dust mask, etc.) will be worn when required.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to stand, bend and kneel. The employee is also required to use hands and fingers to hold, handle or operate equipment, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work is performed primarily in a community health center setting. The noise level in the work environment is moderate to loud.

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.