



JOB DESCRIPTION

DEPARTMENT: Employment Division/Hickam
Clinic

DATE: July 30, 2020

JOB TITLE: Clinic Custodian

STATUS: Non-Exempt/Hourly
Pay

PRIMARY PURPOSE: Responsible for maintaining the overall appearance, cleanliness and sanitary conditions for the Hickam Medical Clinic facilities in accordance with NAVFAC and Hickam Commissary requirements.

ESSENTIAL FUNCTIONS:

- Reports to 15th Medical Group; Preventive Medicine office and complies with pre-employment screening and immunizations no later than the first day of employment (TB skin test), chest x-ray when TB tests are positive. Hepatitis-B vaccine, proof of receiving vaccination against Rubella. If the employee is positive on any other test, the employee will not be allowed to work under the contract.
- Presents a neat, professional appearance and appropriate conduct.
- Participates in required housekeeper's training in hospital sepsis and handling of hazardous materials.
- Operates buffer, polisher, various cleaning equipment and tools to strip, clean, wax and polish hard floors.
- Cleans and disinfects restroom facilities, locker rooms, and showers.
- Replenishes paper products and soap.
- Vacuum/sweep and mop appropriate floor areas.
- Empties and relines trash receptacles.
- Cleans and disinfects government furniture/equipment and performs spot cleaning.
- Cleans and disinfects X-ray tables and equipment.
- Cleans blood spots as required.
- Cleans entrances and entrance platforms.
- Picks up soiled linen and replace.
- Disposes of daily pathological and contaminated/isolation waste in accordance with required guidelines.
- Maintains confidentiality of patients' information and care.



- Meets NEi's productivity, timeline and quality standards/requirements in accordance with contract requirements for custodial tasks at Hickam Clinic.
- All above-mentioned tasks and frequencies will depend on individual assignments.

Daily Duties:

- Reports to Project Manager and/or on-site Supervisor for daily assignments.
- Dry mops, damp mops, dry and spray buffs, sweeps appropriate floor areas, including grout.
- Operates buffer, polisher, and other cleaning equipment and tools to strip, clean, wax and polish hard floors
- Cleans and disinfects x-ray tables and equipment (except console), dental chairs, wheelchairs, wheeled stretchers, examination tables using standard commercial practices.
- Vacuum carpet
- Empties, cleans and relines trash receptacles.
- Cleans and disinfects exterior surface of drinking fountains, drains.
- In restrooms: replenishes paper products and soap, using a germicidal detergent, cleans, and disinfects urinals, toilet bowls, lavatories, showers, shower mats, plumbing fixtures, saunas, partitions, stalls, stall and entry doors (including handles, kick plates, ventilation grates, metal guards, etc.), walls adjacent to lavatories, urinals and toilets, sinks, mirrors, glass, counter tops, walls, dispensers, in addition to sweeping and damp mopping floors, emptying and relining trash receptacles.
- Cleans interior glass indoors, partitions, walls, display cases, directory boards, etc.
- Cleans grout on walls.
- Cleans and disinfects government furniture and equipment in accordance with health care standards.
- Vacuums and cleans interior and exterior floor mats ensuring underneath mat areas are cleaned.
- Cleans entrances and entrance platforms, foot scrapers, trash and smoking receptacles, canopies, entrance lights, elevator walls and stairwell walls.
- Dusts and cleans all horizontal surfaces in accordance with general housekeeping standards.
- Spot cleans walls, partitions, vents, grillwork, doors, door guards, door handles, push bars, kick plates, light switches, temperature controls and fixtures. (Blood spots shall be cleaned in accordance with health care standard.)



- Cleans stairways, stair guards, handrails, baseboards, using general housekeeping standards.
- Picks up all pathological and contaminated/isolation waste generated by the hospital. Disposes of waste in accordance with 15th Medical Group Operating Instruction, Guidelines for Management of Medical Waste.
- Cleans/pick up and disposes of infectious/biohazardous waste spills in accordance with 15th Medical Group Operating Instruction, Guidelines for Management of Medical Waste.
- Collections and disposes of all regulated waste, including sharp containers, red bags etc. in accordance with 15th Medical Group Operating Instruction, Guidelines for Management of Medical Waste.
- Scrubs isolation room floor with disinfectant detergent solution. Rags or mops used to clean room must be properly discarded (either as infectious items to be laundered or as infectious waste to be destroyed).
- Collections and replaces soiled lined with clean lined in examination rooms as directed by clinic staff no more than twice (2) daily.
- Contains and delivers soiled linen to designated area for linen services pick up.
- Reports any safety hazards to the Project Manager and Site Safety Health Officer.
- All above-mentioned tasks and frequencies will depend on individual's assignments.

Monthly Tasks:

- Descales showers, toilet bowls and urinals.

Quarterly Tasks:

- Cleans all light fixtures (interior and exterior) in accordance with standards commercial practices.
- Removes and re-hangs curtains/drapes after linen contractor cleans exam room.

Semi-Annual Tasks:

- Cleans registers, diffusers and grills. Sprays inside grills with phenolic disinfectant.
- Removes, cleans and replaces blinds as required.



Occasional Duties:

- Performs emergency cleaning in contracted areas within fifteen (15) minutes of notification during normal work hours.
- Performs special events cleaning in contracted areas with no less than twenty-four (24) hours notice prior to the event.
- Performs cleaning if an infectious outbreak or other conditions warrants ICF control.
- Strips, scrubs, seals, wax floors as needed to maintain uniform glossy appearance.
- Removes, cleans, and replaces window screens as needed.
- Cleans window ledges, exterior windows as needed.
- Cleans and shampoo carpets as needed.
- Replaces light bulbs/tubes when burnouts occur in all buildings, including those in exit lights.
- Reports dripping faucets, overflowing toilets and ceiling leaks to government representative.
- Other duties as assigned or required.

WORKING CONDITIONS:

- Frequently indoors under regular medical clinic conditions.
- Frequently exposed to air-conditioned areas.
- Seldomly exposed to extreme heat, cold, fumes, noxious odors, mold, gases, or poor ventilation.

EQUIPMENT USE:

- Frequent use of buffer, polisher, scrubber, mop, mop bucket, maid's cart, broom bowl mop/brush, rubber gloves, various cleaning solutions and disinfectants, rags, dusters, vacuum cleaners, floor scrappers, leaf blowers, doodlebugs.
- Occasional use of 6'-10' ladders to change light bulbs or clean fixtures.
- Type, use and frequency of above-named equipment will depend on individual's assignment.



WORK HOURS:

- Monday to Friday: 12:00 pm to 5:00 pm
- Flexible, extended work hours and days including weekends and holidays, as needed.
- Includes one 15-minute paid break

TRANSPORTATION:

- Provided by self

CLOTHING:

- NEi Uniform T-Shirt
- Long pants
- Close toe shoes

PAY:

- Base pay - \$14.88 per hour
- Company paid retirement benefits

MENTAL DEMANDS:

- Continuous attention to detail and concentration.
- Continuous observation skills, decision-making skills, evaluation skills.

COMMUNICATION DEMANDS:

- Frequently receiving and following requests from Project Manager; On-site Supervisor.
- Frequently communicating and interacting with co-workers, Project Manager, On-site Supervisor.



PHYSICAL DEMANDS:

- Occasionally lifts and carries 21-35 pounds.
- Continuous bending, kneeling, squatting, standing for long periods.
- Continuous balancing, walking, reaching, fingering, handling, lifting, grabbing, holding.
- Occasional use of 6'-10' ladders.
- Continuous uses of corrected vision, depth perception, color vision, reading, wide range of vision.
- No running.
- Frequent guiding, pushing and pulling of cleaning equipment, tools.
- Able to withstand 15 pounds shoulder weight of leaf blower.

QUALIFICATION REQUIREMENTS:

- Able to maintain confidentiality of patients' information and care.
- Able to recognize and produce quality cleaning.
- Able to operate commercial-type automatic buffer, polisher, scrubber, vacuums, leaf blowers.
- Able to read words or to distinguish different types of chemicals, solutions.
- Able to interact and cooperate with co-workers as a team.
- Able to listen well and consistently follow through with instructions and tasks until completion.
- Able to work independently, as required.
- Able to perform work assignments systematically, neatly, or in sequential order.
- Able to evaluate, observe and make sound decisions.
- Able to practices safe work habits.
- Able to comply with Clinic and NEI's policies and procedures.
- Skilled in working effectively with hands.
- Good coordination.
- Able to understand and comply with proper disposal of infectious/biohazardous waste spills in accordance with 15th Medical Group Operating Instruction, Guidelines for Medical Waste.



Education/Training:

- Basic schooling/education helpful.
- Housekeeper's course that emphasized hospital seps and is comparable to that required by the National Executive Housekeeper's Association (NEHA).
- Attend training for handling of hazardous materials.

Experience:

- Experience operating different types of equipment or machinery.
- Experience operating commercial-type buffer, scrubber, polisher preferred.
- Experience performing custodial tasks preferred.