Cross Road Health Ministries, Inc.

Job Description

Job Title: Custodian
Department: Maintenance
Supervisor: Custodial Supervisor
FLSA Status: Full-Time and Non-Exempt
Approval: By: KJW Date: 9/9/2019
Work Hours: Nights, holidays and weekends as scheduled, some days as needed.

Position Summary: This is evening shift work. The custodian is responsible for keeping the facilities of Cross Road Health Ministries, Inc. administration and Cross Road Medical Center clinic and offices clean and orderly. They are responsible for making minor repairs as directed and needed and assisting the nursing staff with patient care as directed and needed.

Essential Duties and Responsibilities:

- Keeping kitchen areas clean and orderly
- Clean offices, clinic, emergency, observation, and basement areas as directed per the cleaning duties list, including but not limited to mopping, vacuuming, dusting, washing sinks and toilets, cleaning and/or sanitizing counters and chairs, and etc.
- Replenishing supplies as needed in areas of responsibility
- Knowledge of infection control per training to housekeeping
- Removal of biohazard waste containers and filled sharps containers
- Keeping accurate control of housekeeping inventory
- Attend in-service opportunities
- Removal of trash and burning specified waste
- Answer phones when nurse is occupied
- Assisting nurse in calling personnel during an emergency
- Assisting nurse as requested during patient care
- Snow removal from walkways
- Performing minor repairs as needed in clinic
- Other responsibilities as assigned
- Comply with CRHM policies
- Understand and agree to support the CRHM Mission Statement

Skills:

- Able to work independently and with other staff
- Has good, basic communication skills
- Physically able to lift and move heavy objects
- Physically able to work with a variety of chemicals
- Knowledge and ability to handle hand tools
- Maintains high standard of personal and interpersonal functioning in job performance
Qualifications: To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Education/Experience:
- **Education**: High School Graduate or equivalent required.
- **Experience**: Experience in institutional or commercial housekeeping preferred.
- **Training**: CPR certification preferred or obtained within 6 months of hire. ETT training encouraged.

Other Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Should have effective oral and telephonic communication skills. Good time-management skills are required. Ability to handle hand tools and knowledge in small repairs. Should be neat and clean in appearance.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by a custodial 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 use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to stand, climb stairs, walk, use cleaning and minor maintenance equipment and climb or balance. The employee is occasionally required to sit, use a telephone, communicate effectively orally, and talk or hear. Lifting items weighing less than 10 pounds is frequently required. May occasionally require safe practices in the handling and exposure to blood, body fluids, infectious diseases or tissues. Occasionally, there is there a need to lift more than 50 pounds. Working around chemicals is a frequent requirement of this job.

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job.

This Job Description reflects CRHM’s best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. **This is not intended to be a contract.**

Your signature indicates you have read this Job Description and understand the essential qualifications and functions of the job.

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