

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: CUSTODIAN
DEPARTMENT: MAINTENANCE
SUPERVISOR: FACILITIES DIRECTOR
CLASSIFICATION: FULL TIME NON-EXEMPT

POSITION SUMMARY: Provide custodial duties such as cleaning, dusting, vacuum, etc., in all areas. May perform minor repairs, landscaping duties and participate in special projects. Must be self-motivated and able to work unsupervised and in the evenings if needed.

ESSENTIAL JOB FUNCTIONS: *IN ALL AREAS OF THE ORGANIZATION*

- Vacuum
- Shampoo carpets
- Sweep, Mop and Buff Floors
- Clean bathrooms and sinks
- Empty out garbage
- Shredding
- Recycling
- Clean windows inside and out
- Dust window sills, pictures, signage, blinds, etc.
- Straighten up reception areas
- Wipe down and disinfect all hard surface areas (counter tops, chairs and door handles, etc.)
- Landscaping maintenance (mow lawn, pull weeds, water outside plants as needed)
- Ensure entrance and sidewalk is clean and free of debris
- Pick up debris and trash on a weekly basis throughout the LCTHC grounds
- Minor repairs
- Other duties as assigned

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- High School Diploma/GED or higher
- Valid CA driver's license,
- Physical ability to perform manual labor
- Lift and or move heavy items up to 30 lbs
- Ability to follow OSHA requirements.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

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. Sitting / Mobility: Approximately 5% of time is spent working at a desk. Balance of time (approximately 95%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Frequently stand and walk

for extended periods; stoop, kneel, and crouch to pick up or move objects, pushing and pulling, physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; uses ground equipment such as edgers, mowing equipment, hedge trimmers, clippers, and sprayers. Uses cleaning materials and equipment such as vacuum, carpet shampooer and other maintenance equipment as needed to perform job duties. Work is performed in an office/clinic environment and outside with exposure to different weather conditions; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date