



**521 4<sup>th</sup> Street Havre, Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643**

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*Bullhook Community Health Center (BCHC) is an equal opportunity employer. BCHC shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Part-Time Maintenance/Custodian**

**Department: Maintenance/Janitorial**

**Supervisor: Chief Executive Officer**

**Supervises: N/A**

**Salary Range: \$16.00-\$22.00 DOE**

**Hours: 4:00 pm – 8:00 pm**

**Reports to:** CEO and daily under general direction of Lead Custodian

**Job Overview:** The maintenance/custodian worker assists in maintenance, cleanliness, and order of the facility. Helps the lead custodian with the following: physical upkeep of Bullhook Community Health Centers buildings and properties; performing or facilitating necessary repairs and improvements to physical space; maintaining the grounds with special attention to real or potential safety hazards; and ensures preventive maintenance, cleaning, repair, facilities maintenance, all machine processes, environmental and building security issues are addressed on a timely and proactive basis.

**Essential Functions (Major Duties or Responsibilities):**

Report to a Lead Custodian who is responsible for the direction of custodian services in the facility.

Clean and sanitize restrooms/bathrooms using established practices and procedure.

Cleans including - all furniture, ledges, walls, windows, and bathrooms fixtures free of stains and dirt; and ensures adequate amount of supplies are available in the restrooms.

Cleans floors ensuring no stains or scuff marks, vacuums carpeted areas thoroughly, and spots and stains are removed. Floor corners and baseboards are cleaned and free of dust and dirt build-up.

Empties trash containers and cleans inside and outside with no visible stains or odors.

Ensures upholstered furniture is free of stains and cleaned.

Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.

Use and maintain assigned equipment and hand tools; vacuums, brooms, mops, and squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.

Wash walls and equipment; use ladders when required in work assignments.

Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.

Follow instructions regarding the use of chemicals and supplies. Use as directed.

Perform cleaning and related activities such as removing snow or debris from inside stairs.

Move furniture, equipment, supplies and tools on an incidental basis.

Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.

Performs routine maintenance at BCHC including, but not limited to, painting, minor carpentry, repairs and minor electrical or plumbing issues.

Servicing equipment by lubricating, cleaning, replacing parts and making minor adjustments.

Respond to emergency maintenance requests as required.

Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.

Maintains strict confidentiality of all protected health information and maintains patient privacy in and out of the clinic setting.

Attend safety meetings and other related meetings.

Handle recycling materials.

Place work orders or orders for cleaning supplies.

Assist with inventory control and security.

Support all policies, OSHA rules, health and safety regulations and guidelines, etc.

Performs other necessary duties as required by the health center to meet the goal of providing primary health care services.

**Team Approach:** Managing patient care is a team effort that involves clinical and nonclinical staff (i.e., physicians, nurse practitioners, physician assistant, nurses, medical assistants, schedulers, billers, and front-end staff) interacting with patients and working as a team to achieve stated objectives. Emphasis is on ongoing interactions of team members to discuss roles, responsibilities, communication, and patient hand-off, working together to provide and enhance the care provided to patients. All staff are members of the team. Involvement of the patient/family/caregiver with care team members is critically important to patient-centeredness.

**Minimum Qualifications (Education and Experience):** High School Diploma or equivalent. 1-2 years' experience in building and mechanical equipment maintenance repair and custodial duties.

**Knowledge, Skills, and Abilities (KSA's):**

- Problem solving—the ability to identify and resolve problems in a timely manner.
- Interpersonal skills—maintains confidentiality, remains open to others' ideas, and exhibits willingness to try new things.
- Oral communication- must be able to communicate well and cooperate with others.
- Written communication—the ability to present numerical data effectively and is able to read and interpret written information.
- Planning/Organizing—the ability to prioritize and plan work activities, uses time efficiently and develops realistic action plans.
- Quality control—demonstrates accuracy and thoroughness and monitors own work to ensure quality.
- Adaptability—the ability to adapt to changes in the work environment, manage competing demands and deal with frequent change, delays, or unexpected events. Must be able to tolerate stress.
- Dependability—the individual is consistently at work and on time, follows instructions, responds to management direction, and solicits feedback to improve performance.

- Safety and Security—the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.
- ❖ **Physical and Environmental Demands:** While performing the duties of this job, the employee is regularly subject to prolonged walking, standing, bending, use of hands and fingers; handle or feel; reaching with hands and arms; climb or balance; stoop; kneel, crouch, or crawl; talk and hear. Occasional lifting over 50 pounds. Use of small tools, telephone, copier, facsimile, calculator, and computer.

**Special Requirements:** N/A

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>CEO Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

<b>Employee</b>	<b>Title</b>	<b>Date</b>
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