

Custodial Specialist

Job Status

Open - open and accepting applications

Job Reference Number

Custodial

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Compensation

\$10.68/hr

TEMPORARY additional differential of \$4/hr. for all hours worked.

** Salary can vary depending upon education, experience, or qualifications.*

Position Summary and Responsibilities

Position Summary:

- Provide a safe, clean and sanitary environment for consumers, employees and visitors to the agency.
 - a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.
- Allow within cleaning, sanitation methods prescribed, outlined in policy/procedure manual.
- Infection control, hazardous waste disposal
- Assignments made verbally.

Job Responsibilities may include but are not limited to the following:

General Cleaning

- Sweeping, mopping, & buffing (high and low).

- Gathering & disposing of trash.
- Dusting furniture, windowsills, walls, fixtures, & partitions.
- Washing windows.
- Keeping all entryways clean.
- Vacuuming.
- Shampoo, extractor, & bonnet scrubbing of carpets.
- Stairwells swept & mopped.
- Office areas.
- Restrooms.
- Refinishing floors (stripping and waxing).
- Use of Chemical Machine.
- Use of scrapper, putty knife, ladders, plunger, & screwdrivers.
- Cleaning patient rooms & general cleaning as patient is discharged.
- Keeping supplies in stock.
- Housekeeping closet in order.
- Keeping equipment clean & in working order.
- Working with and instructing VTP's in chemical usage and general cleaning.
- Other related cleaning duties as assigned by supervisor

Exterior

- Sweep sidewalks and all entryways.
- Wash windows, door frames, & dusting.
- Empty outside trash bins.
- Greet visitors and employees with a smile.
- Remove snow, ice, and pest from sidewalks.
- Keep all restrooms clean.

Maintenance

- Replacing bulbs, filters, etc..
- Minor plumbing problems, reporting major maintenance to Engineering Department.
- The use of all hand tools.
- Making sure that equipment is in running order.
- Pest Control.

Infection Control and Chemical Usage

- Mixing Chemicals by following manufacturing instructions.
- Wearing PPE.

- Washing Hands.
- Proper storage of chemicals.
- Pick up of Biohazard across campus; transported via state vehicle .
- Knowledge of SDS book.
- Wash keys and staying home when ill.
- Testing of eye wash stations as requested by supervisor.

Participate in Natural Work Teams and/or Quality Action Teams by applying job knowledge to

- Identify, define questions, and present alternative plans of action to management in area of work.
- Identify need of improvement including relevance of details.
- Develop programs or process enhancements by using KQM processes and tools.

Qualifications

Minimum Qualifications:

- Ability to pass a KBI background and pre-employment drug screen.

Preferred Qualifications:

- Prefer six months experience in building, industrial, or institutional custodial work.

Post-Offer, Pre-employment Requirements:

- Ability to pass a KBI background and pre-employment drug test.

Recruiter Contact Information

- **Name:** Mitchell Smith
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