



JOB DESCRIPTION

TITLE: Building Custodian
REPORTS TO: Director of Facilities
FLSA STATUS: Non-exempt/1.0 FTE

SUMMARY: The Building Custodian is responsible for performing indoor and outdoor general custodial services, including routine building maintenance and repair as coordinated with the Director of Facilities. Primary focus will be on the Schneidmiller House and Community Services building.

MINIMUM QUALIFICATIONS: High school diploma or technical equivalent; five years of experience in general building and grounds maintenance; experience working with Joint Commission regulations preferred; valid driver's license and acceptable driving record, personal vehicle for on-the-job transportation, and evidence of insurance coverage as required by HONI policy required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Welcoming, friendly person who fosters pleasant interactions with patients and family members, staff, and community;
- Effective time management skills;
- Excellent customer service skills;
- Effective communication skills;
- Problem solving and resolution ability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain the facilities with high level of attention to appearance and condition; including but not limited, to vacuuming, mopping, dusting, cleaning of windows, trash removal;
- Provides backup support to housekeeping staff to include cleaning and preparation of patient rooms, cover housekeeping staff absences;
- Perform maintenance tasks such as replacing light bulbs, fixing furniture, fixtures, and accessories, touch-up paint work, moving furniture, etc.;
- Routinely maintain interior and exterior structural features including painting and minor structural repairs;
- Assists with seasonal grounds support which may include lawn care and landscaping;
- Assists with snow removal in parking and walking areas, de-icing as necessary;
- Provides events and facilities support, including extra cleaning and setup of rooms for specific events;
- Removes trash from common areas and preforms debris removal as appropriate;
- Performs special projects during the year such as deep cleaning offices, common areas, and carpet/floor care;
- Proactively identifies areas for extra cleaning and taking necessary steps to resolve

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discovered issues;

- Responds to special or emergency circumstances such as spills or health safety related situations which may include cleaning biomedical waste;
- Ensure tools, equipment, and work areas are maintained in an efficient, clean, and safe manner in compliance with regulatory agencies;
- Read and interpret equipment manuals and perform required maintenance and service as directed;
- Comply with safety regulations and maintain clean and orderly work areas.

SAFETY: Hospice of North Idaho enforces a safety culture whereby all employees have the responsibility for continuously developing and maintaining a safe working environment. Each employee is responsible for completing all training requirements, participating in emergency response tasks as requested, and serving on safety committees and teams as requested. In addition, employees must accept the responsibility for maintaining the safety of themselves and others by adhering to all written and verbal instructions, promptly reporting and/or correcting all hazards or unsafe conditions, and providing feedback to supervisors and management on all safety issues.

PROCEDURE COMPLIANCE: Employee must read and understand the general and specific operational, safety, and environmental requirements of all plans, procedure, and policies pertaining to this job.

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. 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 occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and ability to adjust focus.

WORKING CONDITIONS: Work environment characteristics described here are representative of those that must be met by an 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 may be exposed to weather conditions prevalent at the time.

The noise level in the work environment is usually moderate but at times, may be loud or noisy.



ACKNOWLEDGEMENT:

The employee is expected to adhere to all agency policies and to act as a role model in the adherence to agency policies.

I have received, read and understand this explanation and job description. My signature below attests to the fact that I can perform the essential functions of the job with or without reasonable accommodation.

Signature

Employee Name Printed

Date