



ETSUHealth

JOB DESCRIPTION

JOB TITLE: Custodian

REVISED DATE: March 2021

SUMMARY: The Custodian provides general cleaning services to the Clinic building under the direction of Clinic Administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following, other duties may be assigned.

For general areas:

- Maintains cleanliness of front area walkway (outside).
- Maintains cleanliness of front entrance floors.
- Maintains cleanliness of front windows.
- Maintains cleanliness of lobby bathrooms.
- Maintains cleanliness of elevators.
- Maintains cleanliness of Auditorium and Infusion area.

For all clinic areas:

- Performs walk through each morning to ensure the clinics are cleaned well and stocked appropriately.
- Provides emergency clean-ups for all clinics, utilizing appropriate safety and OSHA procedures.
- Checks restrooms 2-3 times daily and restocks as necessary
- Checks break rooms after lunch daily, empties trash as needed.
- Wipes down lobby chairs after lunch daily.
- Check stairwells throughout the day to ensure cleanliness.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

EDUCATION AND/OR EXPERIENCE: Previous housekeeping or custodial experience required. Medical office experience preferred.

LANGUAGE SKILLS: Ability to read, analyze, interpret, and comprehend simple instructions (whether written or verbal). Ability to respond to inquiries in a manner that the respondent can comprehend. Ability to respond effectively to inquiries, complaints, and difficult situations. Ability to communicate professionally and courteously to patients, staff, physicians, residents and visitors.

MATHEMATICAL SKILLS: Basic mathematical skills, including ability to add, subtract, multiply, and divide in units of measure, using whole numbers, common fractions, and decimals. Ability to recognize and understand basic units of measurement to safely and appropriately utilize cleaning materials and chemicals.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS AND ABILITIES: Ability to establish and maintain an effective working relationship with faculty members, students, residents, staff, patients, and other third parties. Ability to concentrate under high demands and listen effectively. Ability to exercise common sense for good judgment. Ability to organize tasks; work as a team member and/or independently.

WORK ENVIRONMENT: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job within a medical office setting. The noise level in the work environment is usually moderate. Exposure to communicable disease, blood, body fluids, hazardous chemicals, and sharp instruments. Exposure to injury from patients or equipment

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 regularly required to stand, walk, sit; use hands and fingers to handle or feel objects; reach with hands and arms; and talk or hear at normal ranges within the setting. The employee is regularly required to bend, stoop, kneel, crouch, and/or crawl. The employee is occasionally required to climb or balance.

The employee must frequently lift, carry, and/or move up to 25 pounds; may lift up to 50 pounds occasionally. Specific vision abilities required by this job include depth perception and the ability to adjust focus. Rapid mobility may also be required.

DISCLAIMER: *The above statements and performance expectations are intended to describe the general nature and level of work by individuals assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, skills, and abilities required by personnel so classified.*

I have received information regarding ETSU Physicians & Associates Policies and Procedures and understand how to access them on-line.

I understand and agree that in the performance of my duties as an employee of ETSU Physicians & Associates, I must hold information of a confidential nature in the strictest of confidence. I must not use or disclose any Protected Health Information other than as permitted by HIPAA requirements. I understand that any violation of

the HIPAA policies may result in disciplinary action, which may include termination.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or ETSU Physicians & Associates may terminate employment at any time, for any reason.

By signing below, I acknowledge that I have reviewed this job description and will comply to the best of my ability.

Employee Signature

Date

Supervisor's Signature

Date

Human Resources Director

Date