JOB ANNOUNCEMENT

POSITION TITLE:    Temporary Custodian
POSITION LOCATION: Yakutat Community Health Center
UNDER THE SUPERVISION OF: Compliance Officer/Medical Director/Office Manager
HOURS/WAGE:      Part-time 20-25 hours per week, $22/hour
DURATION:        NEEDED IMMEDIATELY

POSITION SUMMARY: The Temporary Custodian is responsible for cleaning and disinfecting various areas of the Yakutat Community Health Center and/or EMS tent or other stations set up for clinic in accordance with YCHC procedures and universal precautions protocol. The Temporary Custodian performs a variety of general cleaning tasks to maintain all clinical areas, offices, corridors, stairwells, elevators, furniture, public and other assigned areas of the health clinic in a clean, sanitary and safe condition. This position requires compliance with Health Center’s compliance standards, including its Standards of Conduct, OSHA Compliance Program, and policies and procedures. Such compliance will be an element considered as part of the Custodian’s regular performance evaluation.

DUTIES AND RESPONSIBILITIES:
1. Must attend in person training by YCHC Compliance Officer. And verify that they adhere to YCHC cleaning policies and procedures.
2. Performs custodial duties following a Check Off list. The list must be strictly adhered to for quality control purposes.
3. Cleans and sanitizes medical and dental areas daily, including exam rooms, laboratory, x-ray, and visitor areas.
4. Completes daily housekeeping duties of all building departments which include vacuuming, laundry, windows, sweeping, mopping, daily sanitizing of restroom areas, and proper handling of all garbage waste. Thorough dusting as needed. Assist in keeping walkways and exits free of debris and obstructions.
5. Replenish cleaning, housekeeping and maintenance supplies as needed.
6. Properly handle and store all hazardous waste.
7. Performs other work-related duties as requested/directed. Part time employee may need to assist all staff with other duties as assigned while responding to this Covid19 pandemic.

QUALIFICATIONS:
1) Housekeeping/Custodial experience required. Preferred experience in a health care work environment. 2) Organizational, planning and reading skills required. 3) Position requires walking, bending, lifting and carrying up to fifty pounds. 4) Must be able to work independently with little supervision. 5) Must be willing to attend required training and staff meetings.

Preference will be given to qualified Native applicants. The Yakutat Community Health Center is a drug-free work place.

Applications are available at the YCHC. Please submit completed application and/or resume to the Front Desk at the YCHC or send to: Yakutat Community Health Center PO Box 112, Yakutat, Alaska 99689

To preserve, maintain and protect the unique culture, land & resources of Yakutat Tlingit people; to maximize our social, health & well-being while creating economic development benefits to all tribal members.

Posted By: Signature
Date: 3/27/2020