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## **Ilanka Community Health Center Clinic Housekeeper**

*The Ilanka Community Health Center Clinic Housekeeper is responsible for all aspects of infection control and environmental maintenance in the Clinic and certain off-site locations such as housing duplex.*

**Team:** Health and Wellness Team

**Reports to:** Nursing Coordinator

**FLSA Status:** Non-Exempt from Overtime

**Salary Range:** \$20.00-\$26.00 /hr., DOE

**Schedule:** Regular, Part-Time (20hrs/week)

**Last Revised:** July 2020

Duties listed below are a general representation of most tasks. Detailed processes will be provided upon hire. Position has flexibility in managing work schedule as long as responsibilities are performed timely. Position is expected to work with minimal supervision.

### **Responsibilities/Duties**

- Responsible for clinic and administrative space.
- Participate in infection control training
- Clean and wipe windows, floors, etc.
- Clean and sanitize restroom and other areas of clinic to ensure patient and employee safety.
- Dispose of wastes in wastebaskets as well as clean the wastebaskets.
- Appropriately dispose of medical waste products like syringes, hand gloves, face mask, sachets of tablets, etc.
- Dust furniture as well as equipment.
- Replenish soap and paper supplies.
- Wipeout blood or other body fluids and then disinfect the area of contact.
- Use various types of cleaning equipment, like vacuum cleaners, washing machines, etc.
- Document the procedure involved in the disposal of clinic waste products and ensure that the right procedure in line with the standard practice of the clinic, is followed.
- Responsible for Duplex housing cleaning, as needed.
- Other duties as assigned.

### **Competencies (Knowledge, Skills and Abilities)**

- Good organizational skills as well as strong hygienic practice.
- Mathematical skills needed to mix cleaning agents appropriately in accordance with the prescription of the manufacturer.
- Proven ability and/or inclination to follow instructions.
- Ability to maintain a positive disposition at all times.
- The ability to work under exposure to dust.



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- An understanding of the English language.
- The ability to maintain an open mind to the acquisition of new skills and knowledge while on the job, especially the use of chemicals and understanding of basic safety procedures
- The ability to take the initiative where and when necessary.
- Effective interpersonal skill.
- The ability to communicate effectively in writing.
- Problem-solving skills.
- Ability to work independently and as part of a team.
- The ability to be punctual at all times.

### **Experience Requirement**

Preferred to have at least one-year cleaning experience.

### **Education Requirement**

High School Diploma or GED.

### **Certifications Required**

None

### **Performance Standard**

- Regularly bend, crouch, stand, twist, move or push cleaning cart to complete work.
- Regularly use mental and written methods to complete work.
- Typically lifts 15 lbs. to coordinate work.

### **Environmental Factors**

Majority of work will be completed in a medical primary care clinic, with some work completed in residential housing location.

### **Exposure to Hazards**

Housekeeping Products.

### **Blood/Fluid Exposure Risk**

**Category I:** Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

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**Disclaimer**

Nothing in this job description restricts NVE's right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description and that my supervisor has discussed it with me.

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Operations Manager Signature      Date