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Ilanka Community Health Center On-Call Clinic Housekeeper

The Ilanka Community Health Center On-Call Clinic Housekeeper works on an On-Call Basis, as needed, with the Clinic Housekeeper, or to cover Clinic Housekeeper absences. Duties listed below are a general representation of most tasks. Detailed processes will be provided upon hire. Position is expected to work under the guidance of the Clinic Housekeeper and Clinical Services Manager.

Team: Health and Wellness Team
Reports to: Clinical Services Manager
FLSA Status: Non-Exempt from Overtime

Salary Range: \$22.00-\$28.00 per hour
Schedule: On-Call
Last Revised: August 2021

The incumbent performs a variety of routine work within established policies and procedures and receives detailed instructions on new projects and assignments.

Responsibilities/Duties

- Cleaning and disinfecting of clinic space.
- Cleaning of NVE housing or other clinic administrative spaces, as needed.
- Participate in infection control training.
- Cleaning includes, but is not limited to:
 - Windows, floors, restrooms, and other areas of clinic to ensure patient and employee safety.
 - Disposal of wastes in wastebaskets as well as clean the wastebaskets.
 - Appropriate disposal of medical waste products like syringes, hand gloves, face mask, sachets of tablets, etc.
 - Dusting of furniture, fixtures, and equipment.
 - Replenishing soap and paper supplies.
 - Disinfecting areas where there may have been blood or bodily fluid contact.
 - Using various types of cleaning equipment, like vacuum cleaners, washing machines, etc.
 - Documenting 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.
- 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.



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- Ability to maintain a positive disposition at all times.
- The ability to work under exposure to dust.
- 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. Training provided.

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