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10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

## Ilanka Community Health Center Housekeeper

*The Ilanka Community Health Center Housekeeper works an anticipated 20-25 hrs or longer if needed to complete housekeeping and infection control tasks. Duties listed below are a general representation of most tasks. Detailed processes will be provided upon hire.*

**Team:** ICHC Clinic

**Salary Range:** \$22.00-\$28.00 hr/DOE

**Reports to:** Clinical Services Director

**Schedule:** Regular, Part-Time

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

**Last Revised:** April 2023

**Benefits:** Eligible for Most Benefits, including Health Insurance

### RESPONSIBILITIES / DUTIES:

- Cleaning and disinfecting of clinic space.
- Cleaning of Clinic 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 to ensure patient and employee safety.
  - Disposal of wastes in wastebaskets; cleaning wastebaskets.
  - Appropriate disposal of medical waste products.
  - 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 equipment such as vacuum cleaners, washing machines, etc.
  - Appropriate disposal of clinic waste products with consistent and accurate documentation.
- Follow all policies and procedures.
- Other duties as assigned.

### KNOWLEDGE AND ABILITIES

- Good organizational skills as well as strong hygienic practice.
  - Ability to understand directions and mix cleaning agents according to manufacturer.
  - The ability to communicate effectively both oral and written.
  - Ability to work independently demonstrating effective problem-solving skills.

### EDUCATION AND EXPERIENCE

- Previous commercial cleaning experience preferred. Training can be provided.
- High School Diploma or GED.

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#### **LICENSES AND CERTIFICATIONS**

- Current Driver's License preferred.

#### **WORK ENVIRONMENT**

- Regularly bend, crouch, stand, twist, move or push cleaning cart to complete work.
- Regularly use mental and written methods to complete work.
- Able to understand English, orally and written
- Typically lift up to 30 lbs. to coordinate work.
- Majority of work will be completed in a medical primary care clinic, with some work completed in office or residential housing location.
- Exposure to housekeeping products and dust.
- Category I: Tasks routinely involve a potential for exposure to blood, fluids, or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

#### **DISCLAIMER**

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

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Employee Signature

Date