



# FBICC Employment Opportunity

**Job Title:** Clinic Custodian                      **Department:** Warner Mt. Indian Health Project  
**Reports To:** WMIH Clinic Manager              **Position:** Non-Exempt/Hour  
**Salary:** \$20/hour                                      **Hours per week:** 20

## Primary Duties and Responsibilities

### 1. Daily Cleaning activities

- a. Dusts and wet mops all linoleum floors in patient care areas and in restroom areas.
- b. Dusts, cleans and sanitizes all counter tops, window ledges and horizontal surfaces in exam rooms.
- c. Disinfects and sanitizes exam rooms and exam tables.
- d. Disinfects and sanitizes all sinks and toilet basins
- e. Ensures paper and soap dispensers are stocked and functional.
- f. Snow removal from entryway as appropriate

### 2. Weekly Cleaning activities

- a. Terminally cleans all exam rooms and bathrooms
- b. Maintaining clinic grounds by trimming lawn and plants in front of clinic
- c. Cleans glass surfaces and windows

### 3. Supply Control

- a. Monitors janitorial supply inventory, and orders, as needed, per established procurement guidelines.
- b. Maintains janitorial equipment and storage areas in a clean and organized fashion.

### 4. Safety

- a. Installs interior lights
- b. Forwards all MSD Sheets on all janitorial supplies to the Clinic Operations Manager

### 5. Attendance

- a. Ensure attendance and hours worked are accurately recorded on manual or electronic timecard, per current tribal policy
- b. Properly manages paid vacation and sick leave
- c. Responsible for regular, predictable attendance and to work hours as scheduled, which may include evenings and weekends

## General Development

1. Requires basic organizational skills, typically to organize own work.
2. Job duties require the ability to work independently and as part of a team.
3. Job duties are typically performed in response to workflow or ongoing direction by supervisors or others

4. Employees are expected to determine an effective response to situations encountered within established precedent
5. Work requires consideration of the impact of work product on other employees in the work process

### **Professional & Technical Knowledge**

1. Possess a basic level of written and verbal communication skills, and attention to detail

### **Work Environment**

Work is performed in and around an ambulatory care setting, which may include the requirement to work outdoors and at other sites.

Typical Physical Demands

Standing/Walking/Climbing/sitting/stooping/kneeling 34-66% Frequently

Lifting 15-75 lbs. 34-66% Frequently

Push/Pull 15-75 lbs. 34-66% Frequently

Work below waist level – 67-100% Regularly

Work above Shoulder level – 13-33% occasionally

Reach further than arms length – 13-33% lbs.67-100% Regularly

Exposed to extreme temperature – 13-33% occasionally

Operate tools or machinery – 67-100% Regularly

Operate motorized vehicle/equipment – 34-66% Frequently

Work at heights balancing – 34-66% Frequently

Use/Exposed to hazardous substances – 34-66% Frequently

**FBICC is an equal opportunity employer; however, preference in hiring is given to qualified Native American Indians in accordance with the Indian Preference Act (Title 24 U.S. Code, Section 472 and 472). Applicants claiming Indian preference must submit verification of Indian descent certified by tribe of affiliation or other acceptable documentation of Indian Heritage. Qualified Veterans must submit form DD214 "Honorable Discharge." A copy must be attached with application.**