



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Custodian
LOCATION: Housekeeping – Parkview Health Center
HIRING RANGE: \$17.29 – \$19.21/Hr.
STATUS: Full Time
HOURS PER WEEK: 40
WORK HOURS: 6 AM – 2 PM and some weekends

APPLICATION DEADLINE: Ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION September 2017

POSITION TITLE: Custodian
DEPARTMENT: Park View Health Center
PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Assists in maintaining a sanitary and safe environment for residents, employees and visitors in compliance with Park View procedures and state and federal statutes.

ESSENTIAL FUNCTIONS:

1. Cleans and sanitizes resident and non-resident areas within the facility.
2. Uses infection control methods to assist with outbreak prevention and resolution.

3. Ensures assigned resident care equipment is properly maintained and in working order.

ADDITIONAL ESSENTIAL DUTIES:

1. Completes inter-department and resident set-ups as required.
2. Prepares resident rooms for new residents and disinfects resident rooms after discharges.
3. Washes residents' beds, curtains, activity equipment, refrigerators and microwave ovens, and cleans upholstered furniture.
4. Operates floor care equipment (vacuum cleaners, carpet cleaner, floor scrubber, orbiter, etc.).
5. Picks up and disposes of garbage and recyclables.
6. Moves and delivers furniture.
7. Changes light bulbs throughout facility.
8. Orders and delivers departments supplies.
9. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Housekeeping Supervisor and Financial Services Manager.
2. Works with employees of all facility departments, residents and families.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High school diploma or equivalent.
2. A minimum of two years' work experience performing custodial duties, preferably in a health care facility, preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of how to use a variety of custodial equipment.
2. Knowledge of the proper use of cleaning, sanitizing and disinfecting chemicals.
3. Ability and patience to work in areas and situations where there may be exposure to mental illness and to confused or aggressive residents.
4. Strong written and verbal communication skills including listening skills.
5. Ability to work well with others and under minimal supervision.
6. Ability to read and write English.

PHYSICAL REQUIREMENTS:

1. Ability to perform heavy physical activity, including heavy lifting often combined with bending, twisting, working at or above shoulder level, reaching overhead and working on/in irregularly configured places.
2. Ability to perform work from a standing or walking position throughout the bulk of the shift.
3. Ability to lift items of 50 pounds or more several times per shift.
4. Ability to perform heavy manual labor for short periods of time under adverse weather conditions and/or temperature extremes.
5. Ability to perform manual heavy manual labor involving frequent bending, stooping, climbing and crawling.
6. Ability to work safely while on ladders, at times high above the floor or ground.