



SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources
11404 Moorage Way
La Conner, WA 98257
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	YES
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	NO

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

JOB TITLE: HEALTH CLINIC CUSTODIAN

DEPARTMENT: HEALTH

POSITION SUMMARY:

Under the Supervision of the Programs Manager, the staff member plans, and completes essential duties of housekeeping services for the Health Clinic facility. Due to the nature of this position, one must be HIPAA compliant.

Supervised by: HEALTH PROGRAMS MANAGER

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Clean and sanitize restrooms/bathrooms using established practices and procedure.
- Clean, dust, and wipe furniture;
- sweep, mop, or vacuum floors;
- empty/clean wastebaskets and trash containers;
- empty and clean ash trays and cigarette urns;
- replace light bulbs
- Refill restroom dispensers.
- Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
- Strip, clean, buff and apply floor sealer and floor finish to hard surface floors, vacuum and shampoo carpets.
- Use and maintain assigned power equipment and hand tools; buffers, auto scrubbers, extractors, high pressure washers, high speed buffers and vacuums, brooms, mops, and

- squeegees for the cleaning and general maintenance of floors, walls, carpets, furniture, etc.
- Wash walls and equipment; use ladders when required in work assignments.
 - Lock and unlock assigned buildings: secure building when facilities are not in use checking for unlocked doors and windows, report any unauthorized occupants, turn off lights.
 - Follow instructions regarding the use of chemicals and supplies. Use as directed.
 - Perform cleaning and related activities such as removing snow or debris from sidewalks and stairs in areas within sixteen feet of buildings using hand-operated tools or small power equipment.
 - Move furniture, equipment, supplies and tools on an incidental basis.
 - Wash accessible interior and exterior windows. Clean blinds. Launder cleaning rags and dust mops.
 - Have essential physical and mental capabilities in the following: Interpersonal skills, memory, attention to detail, follow directions, comprehension, calculating, reading, writing, speaking, evaluating, mathematics, organizing and innovation.
 - Attend safety meetings and other related meetings.
 - Take classes as required in cleaning methods and techniques, new products, First Aid, CPR, and working relationships.

MINIMUM QUALIFICATIONS

- High school diploma or GED
- 6 years' experience

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand verbal instructions.
- Ability to understand and follow safety procedures.
- Ability to operate vacuums and other related equipment.
- Ability to safely use cleaning equipment and supplies.
- Ability to use hand and power tools applicable to trade.
- Ability to lift and manipulate heavy objects.
- Ability to read, understand, follow and enforce safety procedures.
- Ability to understand written and verbal communications.
- Well versed in using cleaning equipment such as vacuum cleaners, floor buffers, and cleaning compounds.
- In-depth knowledge of standard cleaning procedures.
- Strong background in handling, mixing and safely using cleaning chemicals.
- Proven ability to work for long hours on one's feet.
- Agile to perform physical tasks constantly.
- Knowledge of occupational hazards safety rules.
- Competent at conducting building inspections to determine signs of vandalism or needed repair work.

- Able to climb ladders and work at the particular heights.
- Exceptional communication skills,
- Able to understand and carry out work orders.
- Excellent ability to work in a team-fostered environment with an aim to “get the job done.”
- Capable of working in a high-volume environment in locations that warrant continuous noise

WORK ENVIRONMENT AND TIME COMMITMENT

1. Work schedule is 40 hours per week. This is a full-time position.
2. Tasks are performed mostly indoors in both a clinical setting and an office environment.
3. Considerable time may be spent at a computer workstation in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.

EMPLOYMENT CONDITIONS

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of health programs_manager is considered an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: _____

Date: _____

Supervisor: _____

Date: _____