

<p style="text-align: center;">Kickapoo Tribe In Kansas Position Description</p>
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Position Title: Custodial Worker

Reports to: Kickapoo Health Center Office Manager

Status: Part time / 20 Hours

Position Summary:

This position is located in the Kickapoo Nation Health/Dental Center providing custodial services on assigned shift.

Duties and Responsibilities:

Performs the following custodial duties for Health & Dental operations daily:

Lobby:

- Trash receptacles emptied and replace with new plastic liners.
- Sweep, mop, or vacuum floors.
- Dust and disinfect children's table/toys with anti-bacterial solution.
- Wall surfaces, fixtures, door handles and chairs spot cleaned with anti-bacterial spray where necessary.
- All other surfaces shall be free of cobwebs and dust including ceilings, walls, vents, pictures, furniture, etc.
- Windows cleaned with glass cleaner, including door window.

Offices and hallways:

- Trash receptacles emptied and replaced with new plastic liners.
- Dust mop/sweep/vacuum all floor areas (behind doors & chairs moved).
- Ensure surface areas are free of debris/dust including behind doors, under chairs and desks.
- All other surfaces shall be free of cobwebs and dust, including ceilings, walls and vents.

Bathrooms:

- Sinks and toilets cleaned/sanitized with germicidal detergent disinfectant.
- Dust and then wet mop/scrub all floors with germicidal detergent disinfectant.
- Mirrors cleaned with glass cleaner.
- Wall surfaces and fixtures wiped with germicidal detergent disinfectant.
- Trash receptacles emptied and provided with plastic liners.
- Towel, soap and toilet paper dispensers shall be filled.
- All other surfaces shall be free of smudges, cobwebs and dust, including ceilings, walls and vents.

Kitchen area:

- Trash receptacles emptied and provided with plastic liners.
- Dust mop/sweep all tiles areas.
- Sink shall be cleaned with germicidal detergent disinfectant.
- Soap, paper towel dispensers shall be filled.
- Ensure surface areas are free of debris/dust including behind doors.
- Wall surfaces, fixtures, door handles spot cleaned with anti-bacterial spray where necessary.
- All other surfaces shall be free of smudges, cobwebs and dust, including counters, ceilings, walls and vents.

Outside Maintenance:

- Mow and weed trim lawn.
- Snow removal and treatment of walkways when necessary.
- Keep walkways swept and cleaned of trash.
- Keep trash/liter picked up around building and lawn area.

Medical & Dental (screening room, exam rooms, treatment room, and lab):

- Trash receptacles emptied and provided with plastic liners.
- Dust and then wet mop/scrub all floors with germicidal detergent disinfectant.
- Exam tables, desk and counters shall be cleaned and free of dust.
- Wall surfaces and fixtures wiped with germicidal detergent disinfectant.
- Sinks shall be cleaned with germicidal detergent disinfectant.
- All other surfaces shall be free of smudges, cobwebs and dust, including ceilings, walls and vents.
- Mirrors cleaned with glass cleaner.
- Towel, soap dispensers shall be filled.

Pharmacy:

- Trash receptacles emptied and provided with plastic liners.
- Dust mop all tiled areas (behind doors & chairs moved).
- Ensure surface areas are free of debris/dust including behind doors, under chairs and desks.
- All other surfaces shall be free of cobwebs and dust, including ceilings, walls and vents.

Rotating Weekly Schedule:

- Wet mop: all tiled floors, including offices.
- Chairs in waiting room wiped down with anti-bacterial spray and inside of front door and handle.
- Vacuum office baseboards and vents on rotation (medical room cleaned daily).
- All door knobs are to be disinfected with a damp cleaning cloth.
- Change furnace filters monthly.
- Check levels for fire extinguishers and dust weekly.
- Ensure all internal lights are functioning, replace light bulbs as needed.
- Ensure all external lights are working properly and change bulbs as needed.

Bi-annual Schedule:

- Clean lightning fixtures.
- Hard surfaces, including floors shall be stripped, waxed with non-slip wax and buffed.
- Baseboards shall be cleaned.
- Vacuum all air vents/grills.

Health/Dental Staff Responsibility:

- *Desks, shelves and other horizontal surfaces, including personal pictures and items.*
- *Lunch dishes, cups, glasses, coffee maker.*

Minimum Qualifications:

- Must be a High School graduate or have G.E.D.
- One (1) year of routine building maintenance experience.
- Must be able to operate floor cleaning machinery.
- Must be able to operate lawn mower equipment.
- Must be able to understand written and verbal instructions to carry-out tasks with no direct supervision.
- Must be able to lift at least 40 pounds, stoop, bend, stretch without difficulty.
- Must obtain physical examination prior to starting job functions with clearance from physician.

I have read and concur with my duty job description:

Employee signature

Date