

MARQUETTE GENERAL HEALTH SYSTEMS

JOB DESCRIPTION

POSITION: Custodian DEPARTMENT: Housekeeping (8500)
 SUPERVISED BY: Dir, Housekeeping SUPERVISES: None
 EFFECTIVE DATE: February 27, 1998 JCC: 432
 REVIEW DATE: 2/99; 2/00; 9/01, 11/02; 6/03 REVISED DATE: 2/99; 6/03
 PREPARED BY: Ellen L. Greer *ELG* TITLE: Dir, Housekeeping
 RECOMMENDED BY: Dennis Boe *DB* TITLE: Assistant Administrator
 APPROVED BY: Al Hendra *AH* TITLE: Asst. Admin./Hum. Res.

POSITION SUMMARY:

Performs a variety of custodial tasks to maintain patient rooms, offices, hallways and other assigned areas of the hospital and hospital facilities.

POSITION ACCOUNTABILITIES/COMPETENCIES**:

Does
Meets Not
Meet*

- 1. Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1,5)
- 2. Utilizes excellent customer service skills at all times. (1,5)
- 3. Complies with federal and state law and accrediting and licensing agencies at all times, to include but not limited to, JCAHO and federal compliance regulations. (1,5)
- 4. Operates mechanical floor cleaners, polishers and vacuums. (1)
- 5. Gathers and disposes of trash and waste materials.
- 6. Sweeps and wet mops rooms, halls, stairways and public areas. (1)
- 7. Shampoos rugs and furniture. (1)
- 8. Moves, removes, and relocates furniture, furnishings, equipment, etc., as directed.
- 9. Buffs, strips, waxes and polishes floors. (1)

- 10. Sets up chairs and tables, etc., for special events and removes and stores them after the event.
- 11. Washes walls in various areas of the hospital to include patient rooms, operating room, and contaminated areas. (1,8)
- 12. Assists with care and maintenance of departmental equipment and supplies.
- 13. Participates in education programs and inservice meetings.
- 14. Attends meetings as required.
- 15. Performs other related duties as assigned or requested.

*Comment or data needed to support this.

**Those activities that employees are required to and able to perform independently following procedure and/or criteria.

POSITION QUALIFICATIONS:

Minimum Education:

- Less than high school

Preferred Education:

- High school or equivalent

Minimum Experience:

- On-the-job training

Physical Demands:

- Heavy physical effort (lift/carry up to 50 lbs.)
- Prolonged, extensive, or considerable standing/walking
- Considerable reaching, stooping, bending, kneeling, crouching

Working Conditions:

- Exposed to housekeeping cleaning agents/chemicals
- Works in precarious or high locations (ladders, scaffolding, etc.)

- (1) The performance of this function is the reason that the job exists and is a critical activity.
- (2) There are limited employees among whom the performance of this function can be distributed.
- (3) This function occupies a great deal of the employee's time.
- (4) This function is highly specialized. Employees are hired for the skill/ability to perform this.
- (5) Failure to perform this function may have serious consequences.
- (8) Exposure to bloodborne pathogens that requires use of personal protective equipment.

The above statements are intended to describe the nature and level of work being performed. They are not construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. 8500_432.doc