



SELDOVIA VILLAGE TRIBE

Tradition Integrated with Technology

On-Call Custodian Job Description

Job Title:	On-Call Custodian	Work Schedule:	Varies to cover staff sick and vacation days. Generally M-F; 3-4 Hours/Day
Department:	Indirect On-site		
Reports To:	President/CEO		
Supervises:	None		
FLSA Status:	Non-Exempt		
Classification:	On-Call	Location:	Seldovia

Position Overview

Responsible for keeping the interior, exterior, sidewalks and parking areas of SVT Administration and Conference Center buildings in clean and safe condition. Notifies Administrative Assistant of needed supplies and maintains appropriate janitorial supplies using established protocol. Coordinates with President/CEO for needed building and equipment repairs and maintenance.

Duties and Responsibilities

- Cover shifts of regular staff out on vacation/sick time.
- Clean & maintain carpets, tile, linoleum flooring, countertops, and woodwork according to manufacturer specifications.
- Sanitize/disinfect all common surfaces such as handrails, door handles, public use computers and equipment, bathrooms and kitchen surfaces in all areas utilizing sterile cleaning method.
- Clean all appliances and fixtures in kitchens and bathrooms. Replenish all paper holder and soap dispensers.
- Wash windows, walls, ceilings, woodwork, door panels, and sills (interior/exterior) as needed.
- Empties and sanitizes trash containers. Picks up and disposes trash from in and around the buildings and parking areas.
- Keep exterior doorways and sidewalks clear of rocks or debris. Coordinate with Facilities Manager and Lead Custodian for maintenance of snow removal and application of deicer at outside doorways and sidewalk areas in winter months.
- Maintains strict confidentiality of all SVT information.
- Assists in set up and storage of office equipment and furniture.
- Assists with periodic or seasonal cleaning tasks as outlined by the Facilities Manager.
- Assures buildings and offices are locked as necessary.
- Immediately report safety hazards or concerns to the President/CEO or Lead Custodian.
- Replace batteries as needed in all wall clocks and coordinate time as necessary in all exam rooms and public reception areas.
- Performs light maintenance tasks as needed such as changing light bulbs, securing devices to walls, assisting with moving or relocation of supplies or office equipment, and other tasks as requested by the Facilities Manager.
- Assure use of personal protective equipment and understand the principles of Universal Precautions to protect self and others from the spread of disease, bloodborne pathogens.
- Remove all bagged trash, discarded furniture, fixtures or equipment and other garbage from storage shed and take to local sanitary landfill weekly.
- Other duties as assigned.





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Specifications *(Certifications, licensure, prerequisites, special considerations)*

- Reliability – regular, consistent and on-time attendance is critical to the success of this position.
- Ability to both accept and follow direction from others, as well as self-motivate when necessary
- Safety Awareness – ability to identify and correct conditions that effect employee safety.
- Ability to meet or exceed physical demands listed below
- Ability to wear PPE (Personal Protective Equipment), Hazmat Mask, Ear and Eye Protection, and disposable gloves for cleaning
- Basic operational knowledge of a computer and keyboard.

Job Requirements

Education:	High School Diploma or equivalent preferred but not required
Experience:	2+ Years Custodial Experience in Healthcare setting preferred
Certifications/Licensure:	CPR Training, Annual TB Testing – Both provided by SVT as needed Alaska Driver's License

Physical Demands

N – Not Applicable: Activity is not applicable to this position

O – Occasionally: Position requires activity up to 33% of the time (0-2.5+ Hrs/Day)

F – Frequently: Position requires activity from 33% - 66% of the time (2.5 – 5.5+ Hrs/Day)

C – Constantly: Position requires activity more than 66% of the time (5.5+ Hrs/Day)

Activity	Demand	Lift / Carry	Demand
Stand	C	10 lbs or Less	C
Walk	F	11 - 20 lbs	F
Sit	O	21 – 50 lbs	O
Climb	O	51 – 100 lbs	N
Crawl	O	Over 100 lbs	N
Squat or Kneel	F		
Bend	F	Push / Pull	Demand
Speak	O	12 lbs or Less	C
Grasp	F	13 – 25 lbs	F
Manually Manipulate	F	26 – 40 lbs	O
Reach Outward/Above	F	41 – 100 lbs	N

Work Environment

Seldovia Village Tribe is a drug-free, alcohol-free, and tobacco-free work environment. An individual in this position may be exposed to communicable diseases or hazards common to a healthcare setting, including but not limited to needle stick wounds, chemicals, and tuberculosis.

Review

Seldovia Village Tribe has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended as an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors, directors, and/or CEO may assign additional functions and requirements, when appropriate. This document does not represent a contract of employment, and Seldovia Village Tribe reserves the right to change this job description.

The signatures below acknowledge that this job description was reviewed on the dates noted.

Employee Signature:		Date:	
Supervisor Signature:		Date:	



