



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CA 93258

PHONE: (559) 784-2316 • FAX: (559) 791-2585

**INTERNAL & EXTERNAL JOB POSTING**

<b>POSITION:</b>	<b>CUSTODIAN</b>
<b>POSTING DATE:</b>	<b>JUNE 25, 2020</b>
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>NUMBER OF OPENINGS:</b>	<b>1</b>
<b>RATE:</b>	<b>\$13.00/ HOUR</b>
<b>STATUS:</b>	<b>FULL-TIME/ HOURLY, NON-EXEMPT</b>

**IN ORDER TO BE CONSIDERED FOR THE OPEN POSITION, A COMPLETED APPLICATION MUST BE SUBMITTED BY THE CLOSING DATE STATED ABOVE.**

**TO OBTAIN A COPY OF THE JOB DESCRIPTION AND JOB APPLICATION, PLEASE VISIT [WWW.TRIHCL.ORG](http://WWW.TRIHCL.ORG)**

**PLEASE SEND COMPLETED APPLICATIONS TO [HUMAN.RESOURCES@CRIHB.ORG](mailto:HUMAN.RESOURCES@CRIHB.ORG)**

IN ACCORDANCE WITH INDIAN PREFERENCE STATUTES DEFINED IN USC TITLE 25, SECTION 472, PREFERENCE IN FILLING VACANCIES AT TRIHCI WILL BE GIVEN TO QUALIFIED INDIAN CANDIDATES WHO SUCCESSFULLY VERIFY THEIR ELIGIBILITY (BIA FORM 4432, A CERTIFICATE OF INDIAN BLOOD, OR OTHER DOCUMENTATION MAY BE REQUIRED). WITHIN THE SCOPE OF INDIAN PREFERENCE LAWS, TRIHCI DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW IN MAKING EMPLOYMENT DECISIONS OR PROVIDING SERVICES.



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

PO BOX 768 • PORTERVILLE, CALIFORNIA 93258

PHONE: (559) 784-2316 • FAX: (559) 781-6514

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POSITION DESCRIPTION  
**CUSTODIAN**

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**Reports To:** Safety Officer/Chief Executive Officer/Chief Operating Officer **Prepared By:** Human Resources

**FLSA Status:** FT, Non-Exempt

**Salary Grade:** TR 5 \$12.85/ hour/DOE

**Revised Date:** July 27, 2019

**Board Approval:** August 7, 2019

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**POSITION SUMMARY:**

Under the direction of the Safety Officer, the Custodian is responsible for the coordination and execution of all maintenance, janitorial, and housekeeping functions relating to the successful operation of TRIHCI. In this capacity, the Custodian ensures that offices and clinical areas are maintained in a manner consistent with federal and state standards of hygiene; responds to facilities improvement requests from supervisors; coordinates the ordering, movement, storage, and disposal of general supplies and furniture; coordinates entry into the clinic as well as the closure and security of all TRIHCI departments at the end of each workday; oversees monthly, quarterly, and annual maintenance efforts, and performs other duties as assigned by the Safety Officer. The Custodian position requires an individual who is an independent worker and governs his/her job schedule and actions according to the needs of the clinic. In addition, the Custodian should demonstrate sensitivity to the needs of the Indian community, including familiarity with the goals and objectives of TRIHCI and the alignment of his/her efforts with its success.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Responsible for professional conduct while on Tule River Indian Health Center property and when representing the Health Center.
  2. Works closely with Safety Officer to manage assigned projects within all designated guidelines.
  3. Dusts, Sweeps, mops, scrubs, vacuums hallways, stairs and office space, and polish floors when needed.
  4. Cleans windows, window panes, screens and base boards.
  5. Spot washes walls and work surfaces.
  6. Empties all trash bins and ensuring recyclables are appropriately disposed of.
  7. Stocks areas with paper towels, trash bags, tissue, sanitizer, and other amenities.
  8. Cleans restrooms, sanitize fixtures, and re-stock supplies.
  9. Cleans refrigerators, moves and cleans under and around furniture.
  10. Moves and arranges office furniture, loads, and assembles furniture as needed.
  11. Replaces defective lights.
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12. Reports needed repairs & safety concerns.
13. Cleans all sinks, toilets, mirrors, and facilities in the bathrooms of all buildings.
14. Waters internal plants and foliage as required.
15. Obtains the proper authority and responds to supervisory requests for departmental maintenance.
16. Helps with the orders and maintenance of an appropriate inventory of janitorial supplies as directed and distributes supplies to the appropriate department(s) on a consistent basis.
17. Checks and restocks coffee supplies in all departments and Board room.
18. Informs Safety Officer and ensures safety hazards or matters of good hygiene are reported and address in a timely and appropriate manner.
19. Participates in all required staff meetings and trainings.
20. Performs general office duties or other related responsibilities as needed and assigned.
21. Makes sure OSHA requirements are maintained in all buildings.
22. Performs other duties as assigned.

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**Qualifications:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of safety regulations as they apply to a Health Center setting.
2. Knowledge of tracking, reporting, and maintaining compliance with Federal OSHA regulations.
3. Ability to perform physically demanding tasks on a regular basis.
4. Ability to provide a drug & alcohol free workplace (zero tolerance).
5. Ability to attend staff meeting and trainings.
6. Ability to work flexible hours as needed.
7. Ability to work weekends as needed.
8. Ability to demonstrate strong interpersonal skills and the ability to interact effectively with a variety of individuals.
9. Ability to demonstrate basic levels of computer literacy, with a functional understanding of Microsoft Windows Operating Systems in an office setting.
10. Ability to work independently in carrying out assignments while remaining reliable and dependable.
11. Ability to demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
12. Ability to read and comprehend simple instructions, short correspondence, and memos.
13. Ability to write simple correspondence.

14. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
15. Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
16. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
17. Ability to deal with problems involving a few concrete variables in standardized situations.
18. Ability to provide an updated DMV Printout upon request.
19. Skills of dependability and punctuality in carrying out work assignments.

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### **QUALIFICATIONS:**

1. Must pass pre-employment drug & alcohol test.
2. Must pass pre-employment physical.
3. Must pass background check.
4. Possess advanced maintenance and janitorial skills
5. Must have good communication skills and be able to effectively communicate with diverse populations.
6. Experience working in a health care facility setting.
7. Possess experience in dealing with OSHA regulations.
8. Maintain confidentiality in the workplace.
9. Must be knowledgeable in cleaning methods, cleaning solutions, MSDS's.
10. Must be able to operate mechanical cleaners, polishers, buffers and any other floor equipment.
11. Must be able to be insured through the Tule River Indian Health Center Inc. insurance agency.

### **EDUCATION AND/OR EXPERIENCE:**

12. High school diploma or general education degree (GED) or obtain within one year;
13. 2 years or more related experience and/or training; or
14. Equivalent combination of education and experience.
15. One (1) year prior experience in a health care setting is also required.

### **CERTIFICATES, LICENSES, REGISTRATION:**

1. Possess a valid California Driver's License and a good driving record are required for this position.
2. Possess Posses valid First Aid/CPR certification at the BCLS level or obtained within 6 months of hire.

### **PREFERRED QUALIFICATIONS AND CONTINGENCIES:**

1. Advanced or specific training or experience in healthcare janitorial functions is preferred.

2. Two (2) to four (4) years related experience is also preferred.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, US Code, Sections 472 & 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

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**Physical Work Environment:** *The description provided here is representative of those conditions in which the Custodian will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Custodian will be working indoors and outdoors on the health center property, with exposure to variations in the weather or other similar elements. The Custodian will move throughout the health center buildings and property to perform assigned tasks, and maintains limited direct patient/client contact. Consequently, the Custodian must:

1. Possess the mobility to work in a multi-building and multi-level setting (i.e. walks, stand for extended periods of time, climb stairs, hills, etc.)
2. Possess the mobility and strength to operate medium weight cleaning equipment such as floor buffers, floor waxer/polisher, vacuum cleaners, carpet cleaners, etc. and to move furniture or other office equipment.
3. Possess the mobility and strength to sweep and mop floors, clean walls, shelving and ceilings of varying heights.
4. Possess the mobility to bend and stretch up, down, sideways and into awkward positions.
5. Possess the strength to lift and carry supplies weighing up to 50 lbs. repeatedly and up to 75 lbs. intermittently.
6. Possess the ability to use standard office equipment to write, type, copy, fax, or perform other duties.
7. Possess the visual acuity to read printed materials and a computer screen.
8. Possess the ability to communicate with others regarding safety and needs of the position.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen facility. There exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, and toxicants found on-site.

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**Disclaimer:** *This position description lists the major duties and requirements for the Custodian position as established by subject-matter experts at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.*

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**Employee Affirmation:** *I have thoroughly read the attached position description for the position of Custodian. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.*

<b>Employee Name (Print)</b>
<b>Employee Signature</b>
<b>Date</b>