

## **CUSTODIAN**

### **Position Summary**

Under the general supervision of the Custodial Services Supervisor and with day-to-day guidance of the Custodian-Lead, this position is responsible for the timely, scheduled or as needed, cleaning and sanitizing of assigned building patientcare and non-patientcare areas including but not limited to washing, dusting and mopping; operating power floor cleaning equipment; moving furniture; performing limited grounds maintenance, and attending mandatory in-service training and meetings scheduled during work hours. All job duties are performed in accordance with standard safety principles and practices, following Wisconsin Veterans Home housekeeping/custodial standard operating procedures.

### **Time%    Goals and Worker Activities**

#### **50% A.    Performance of Building-Area Cleaning and Sanitation Functions**

- A1. Clean and sanitize toilets, urinals, sinks, fixtures, dispensers, and drinking fountains.
- A2. Refill toilet paper, paper towel, paper cup and soap dispensers.
- A3. Remove trash, recyclables and biohazardous waste, and properly dispose of it.
- A4. Clean and sanitize walls, doors, mirrors, windows, screens, blinds, light fixtures, vents, grills, fans and other surfaces.
- A5. Clean/sanitize and/or dust hard and padded furniture.
- A6. Clean and sanitize facility offices, member rooms, and isolation rooms.
- A7. Clean and sanitize passenger elevators.
- A8. Clean freight elevators.
- A9. Clean park bandstand and concession stand.

#### **35% B.    Maintenance of Facility Floor Surfaces**

- B1. Vacuum, sweep, dust mop/wet mop, and sanitize floor surfaces.
- B2. Operate automatic power sweeper and floor scrubber.
- B3. Spray, buff and burnish floors using powered equipment.
- B4. Scrub, strip and refinish floors using powered equipment.
- B5. Vacuum, extract and use dry chemicals to maintain carpets.
- B6. Sweep and mop stairways.
- B7. Move furniture and removable rugs or runners to facilitate thorough cleaning of floors.

#### **5% C.    Maintenance of Cleaning Equipment, Chemicals and Supplies**

- C1. Clean and store mops, brooms, brushes, pails, pads, etc.
- C2. Clean, maintain, and store power cleaning equipment.
- C3. Maintain safety and security of assigned housekeeping inventory.
- C4. Ensure safety procedures are used with all chemicals and equipment, including personal protective equipment (PPE).

**5% D. Provision of Limited Grounds and Facilities Maintenance**

- D1. Remove snow/ice at building entrances using scrapers, shovel, brooms or snow blower.
- D2. Sweep walks, empty/sanitize ashtrays and pick up trash at building entrances.
- D3. Assist with the transport institutional furniture, equipment, supplies, and donated properties.
- D4. Report signs of a pest control problem.
- D5. Perform maintenance tasks such as changing light bulbs, and replacing soap dispensers.

**5% E. Performance of Miscellaneous Duties as Assigned**

- E1. Enter and maintain sanitation and work records and requests.
- E2. Participate in team meetings, mandatory in-service training, and other training as directed.
- E3. Report observed changes in members' behavior or special needs to appropriate staff.
- E4. Perform other duties as assigned to meet the needs of the Home and its members.

## **Knowledge, Skills and Abilities**

1. Knowledge of methods, materials and equipment for general cleaning and custodial services
2. Knowledge of safety precautions involved with the use of caustic and toxic chemicals
3. Knowledge of safe lifting techniques and equipment used when lifting and moving objects
4. Knowledge of Standard Precautions, Exposure Control Policy, and other safety and sanitation policies and practices used by the Home and healthcare facilities
5. Knowledge of personal protective equipment suitable for a task (e.g., gloves, goggles, masks, etc.)
6. Knowledge of Safety Data Sheet/Material Safety Data Sheet documentation
7. Ability to operate and maintain powered-equipment
8. Knowledge of procedures used in cleaning and handling personal property and cleaning rooms that are occupied and/or in use
9. Skill in verbal and written communication
10. Ability to document work orders, maintain records and make reports of services provided
11. Ability to establish and maintain working relationships
12. Ability to work independently and as a member of a team
13. Skill in use of cleaning products, tools and carts
14. Ability to organize and prioritize workload
15. Knowledge of laws and regulations related to patient privacy, including the Health Insurance Portability and Accountability Act (HIPAA)
16. Ability to follow operating procedures, schedules, and Home and manufacturers' instructions
17. Ability to observe and react appropriately to hazards or changes to conditions in the work environment
18. Skill in use of snow-removal equipment

## **Physical Requirements**

Performance of job duties requires climbing, reaching and bending; performing sustained physical activity; performing heavy work, including occasionally exerting in excess of 100 pounds of force; operating loud, shaking and/or vibrating equipment; and working on ladders and/or scaffolding.

## **Environmental Conditions**

Conditions are those normally found in a long-term healthcare facility. Work is performed in all seasons and may involve working in temperature extremes. There is exposure to cigarette smoke.