

CUSTODIAN

Position Summary

Under the general supervision of the Custodial Services Program 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; and performing limited grounds maintenance. All job duties are performed in accordance with standard safety principles and practices, following Wisconsin Department of Veterans Affairs (WDVA), Wisconsin Veterans Home (WVH), and Custodial Services policies and 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 paper products and soap dispensers.
- A3. Remove trash, recyclables and biohazardous waste, and properly dispose of it.
- A4. Clean and sanitize all types of surfaces and furnishings within the facility.
- A5. Clean and sanitize facility offices, member rooms, and isolation rooms.
- A6. Clean and sanitize passenger and freight elevators.

35% B. Maintenance of Facility Floor Surfaces

- B1. Vacuum, sweep, dust mop/wet mop, and sanitize floor surfaces.
- B2. Operate automatic power scrubber.
- B3. Spray, buff and burnish floors using powered equipment.
- B4. Scrub, strip and refinish floors using powered equipment.
- B5. Vacuum and extract 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. Maintain, clean and store equipment, supplies and housekeeping cart.
- C2. Maintain safety and security of assigned housekeeping inventory.

5% D. Limited Maintenance of Campus Grounds and Facilities

- D1. Remove snow/ice at building entrances.
- D2. Sweep walks, empty/sanitize ashtrays, and pick up trash at building entrances.
- D3. Assist with transporting institutional furniture, equipment, supplies and donated properties.
- D4. Report signs of a pest problem.
- D5. Clean park bandstand and concession stand.

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 custodial services tasks
- 6. Ability to interpret and apply Safety Data Sheet/Material Safety Data Sheet documentation
- 7. Ability to operate and maintain powered equipment
- 8. Knowledge of procedures used when working in rooms that are occupied and/or in use
- 9. Skill in verbal, written and interpersonal 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. Ability to organize and prioritize workload
- 14. Ability to follow operating procedures, schedules, and facility and manufacturers' instructions
- 15. Knowledge of laws and regulations related to patient privacy, including the Health Insurance Portability and Accountability Act (HIPAA)
- 16. Ability to observe and react appropriately to hazards or changes to conditions in the work environment
- 17. Skill in use of snow-removal equipment
- 18. Skill in use of computers including Microsoft Office Suite or similar applications and time reporting systems

Physical Requirements

Performance of job duties requires climbing, reaching and bending; performing sustained physical activity; performing heavy work, including occasionally exerting more than 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 outdoors.