



Quartz Valley Indian Reservation

Position Description

Job Title: Clinic Custodian
Department: Administration
Primary Location: Anav Tribal Health Clinic
Classification: Full or Part time
Reports to: Anav Tribal Health Administrator/Director
Salary:

Primary Purpose

The Clinic Custodian is responsible for all routine cleaning and custodial tasks in and around the clinic and parking areas. The Clinic Custodian is required to operate stock, monitor and order all janitorial cleaning supplies.

Essential Functions

“Standard” daily tasks include: Cleaning all areas of the restrooms, associate break room, all exam rooms, any office area, hallways and sidewalks. Vacuuming and dusting, stripping and buffing floors, empty all trash, clean windows, clearing walkways of snow, and removal of any type of graffiti, will also be required. Keeping sidewalks and planted areas free from weeds, watering the landscaped areas, and putting all equipment away when done is required. The Clinic Custodian will be supervised by the Health Director and may at times ask you to do duties as deemed necessary per daily business requirements.

Competencies

Education

- High School Diploma or Equivalent appreciated, but not necessary

Proficiencies

- Ability to understand and follow written and oral instructions.
- Ability to perform routine operations without close supervision.
- Reliability, a strong work ethic, and attention to detail, manages time wisely.
- Ability to work consistently in a professional manner and demonstrates respect for authority.
- Ability and willingness to maintain absolute confidentiality of sensitive information.

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Experience

- Knowledge of materials, methods, equipment and safety used in custodial work to comply with safe work practices.
- Knowledge of working with hazardous materials, blood borne pathogens.

Other Requirements

- Must be able to pass background check.
- Must adhere to Tribal drug and alcohol policy, including pre-employment drug and alcohol screening.
- Must have a valid driver's license and insurable under the Tribe's insurance policy.
- Must have a current Drivers License, (or contract with Tribal Manager to obtain one within three (3) months from date of hire).
- Ability to operate tribal vehicles and equipment.
- Working, walking, standing, and bending for long periods of time.
- Ability to lift up to 50lbs
- Willingness and ability to work in all climatic conditions.
- Ability to adapt to changes in daily priorities per management.

Receipt and Acknowledgment

- The contents of this job description are job requirements, and, at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements are subject to change.
- Acceptable job performance includes execution of essential functions while maintaining professional conduct and compliance with all QVIR policies, including, but not limited to: QVIR Personnel, Travel, Fiscal, and Purchasing Policy.

Indian Preference:

In accordance with CFR 25, Part 276 and in accordance with Title VII of the Civil Rights Act, Section 701(b) and 703(i), preference in filling all vacancies will be given to qualified American Indian candidates.

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Veteran Preference:

In accordance with QVIR Personnel Policy, applicants with documented Veteran status (such as DD-214) will be given preference in filling vacancies.

For questions regarding this position description, including applications, please contact Quartz Valley Indian Reservation Human Resources at 530-468-5907 or humanresources@qvir-nsn.gov

Employee signature below constitutes employee's understanding of the essential functions, competencies, and requirements of the position.

Print Name

Signature

Date

Approved

Business Council
or
Health Board

Signature

Date