

## **CUSTODIAN JOB SUMMARY – TRENTON INDIAN SERVICE AREA AND TRENTON COMMUNITY CLINIC**

### **Purpose**

The Custodian will be responsible for maintaining the cleanliness throughout the Trenton Indian Service Area. This position assumes custodial responsibilities in supporting the Trenton Community Clinic as needed and required during the COVID-19 pandemic in addition to supporting other areas of the Trenton Indian Service Area. This is a regular, full-time role, Monday – Friday, 8:00 AM to 4:30 PM.

### **Responsibilities**

- Promotes an organizational culture that embraces the values of respect, care, support, effective communication, teamwork, collaboration, accountability, and responsibility; and works with all staff to create and maintain a workplace environment reflective of such values
- Perform routine cleaning tasks on daily basis
- Perform specialized disinfecting tasks utilizing disinfecting sprayer as implemented during the COVID-19 pandemic to spray and disinfect specific areas
- Utilize appropriate cleaning supplies and equipment
- Empty and clean trash receptacles
- Dust, clean and sanitize all areas and surfaces in the areas of hallways, offices, lobbies, gymnasium, restrooms, exam rooms, conference rooms, postal office (as needed), storage closets and rooms, and any other areas assigned or needed
- Sweep, vacuum and mop all floors
- Clean glass surfaces and windows
- Clean and sanitize all restroom areas
- Assists with maintaining inventory of custodial products
- Maintain custodian equipment and storage areas in a clean and organized fashion
- Practices safe work habits in compliance with safety rules and regulations
- Utilizes resources appropriately and adheres to all guidelines, policies, and procedures
- Adheres too, and upholds HIPAA regulations, requirements, and trainings
- Additional responsibilities may be assigned as appropriate, this summary is not considered to encompass all responsibilities

### **Physical Requirements**

- Frequent lifting, bending, twisting, standing, walking, balancing, stooping and handling of materials
- Using hands and arms in handling, positioning, and moving materials, manipulating things
- Fine motor skills
- Visual acuity

### **Qualifications**

- High school diploma or GED equivalent
- Valid driver's license with acceptable driving record
- Previous experience as a custodian or janitor is preferred
- Reliable and dependable

- Ability to perform the identified responsibilities and physical requirements
- Demonstrate awareness, sensitivity, and appreciation of Native American culture, traditions, customs and needs
- Ability to successfully pass all pre-employment requirements including a drug/alcohol test and background investigation

### **Application Details**

If you are interested in being considered for employment with the Trenton Indian Service Area, please visit the Trenton Indian Service Area Website. Applications can be printed from the website or picked up from the Trenton Indian Service Area.

Applications can be delivered to the Trenton Indian Service Area Receptionist or emailed to Lacey Hippe, HR Director at [lacey.hippe@mytisa.org](mailto:lacey.hippe@mytisa.org).