

Position: Custodian Supervisor

POSITION SUMMARY

Under the supervision of the Facilities Director, the Custodial Supervisor is responsible for the cleanliness and services of the grounds and facilities of Hidalgo Medical Services according to established procedures. Performs a variety of environmental service duties in order to maintain the Clinic in a neat, orderly and sanitary condition to comply with OSHA and Department of Health Regulations. Performs routine manual work in the cleaning of the Clinic and the surrounding grounds. Supervises HMS custodial staff and monitors custodial contractors performance.

POSITION RESPONSIBILITIES

The job responsibility is oversight of janitorial services at HMS facilities You will be responsible for cleaning functions, including but not limited to:

1. Cleaning assigned areas by washing furniture, tile, fixtures and equipment with germicidal cleaning solution.
2. Cleaning assigned areas by washing walls, doors, door frames, ceilings, windows, stripping and applying floor finish and polishing floors.
3. Sweeping and mopping floor areas, vacuuming carpets, spot-cleaning carpets, using appropriate cleaning solutions and arranging furniture and equipment in an orderly fashion after cleaning.
4. Requesting cleaning supplies and equipment as needed.
5. Operating various types of cleaning equipment both mechanical and electrical including buffers, wringers, scrubbers, shampoo equipment and vacuums.
6. Cleaning equipment and notifying Maintenance Lead staff and Clinic Coordinator of equipment needing repair. Reporting safety hazards to Maintenance Lead staff and Clinic Coordinator.
7. Collecting waste from all areas of the Clinic and sanitizing all garbage cans.
8. Cleaning all bathrooms in assigned area.
9. Collecting all infectious waste and putting in biohazard drum in Biohazard Room.
10. Cleaning, mopping, scrubbing or sweeping floors and hallways.
11. Cleaning, washing, dusting or polishing hardware, furniture, mirrors, lighting fixtures, windows, window sills, vents, exteriors of cabinets and equipment.
12. Performing other miscellaneous duties as assigned.
13. Establishing and maintaining interpersonal relationships with patients, visitors and HMS employees.
14. Trains new staff and contractors.
15. Supervises HMS custodial staff and monitors job performance and quality.
16. Monitors Custodial contractors for performance for quality and quantity.
17. Orders, upon approval, all supplies needed for the Custodial staff and contractor's needs.

MINIMUM QUALIFICATIONS

High school diploma or equivalent required.

Minimum of 1 year custodial experience with some supervisory time.

Language Requirement: English

REQUIRED SKILLS

Must be able to speak, read and write English and understand oral and written instructions. Effective verbal and written communication skills, understanding the legal and confidential nature of all medical information and the need for professionalism in all HMS communications. Some computer skills such as word, excel and outlook.

TO APPLY:

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

1105 N Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326