

Position: Custodian

POSITION SUMMARY

According to established procedures, cleans and services the Hidalgo Medical Services building. 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.

POSITION RESPONSIBILITIES

The job responsibility is janitorial. 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. Maintain landscaping including removal of weeds, trash, etc. on a daily basis.
15. Removal of snow and ice surrounding the facility.
16. Performing all related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent required.

Minimum one year experience in similar position.

Language Requirement: English

REQUIRED SKILLS

1. Must be able to speak, read and write English and understand oral and written instructions.
2. 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.

PHYSICAL DEMANDS

Standing	May require standing for periods of time
Walking	Requires prolonged walking
Pushing/Pulling	Push carts with materials
Squatting/Kneeling	Kneels or squats to plug/unplug various equipment Frequent reaching, stooping, bending, and crouching
Lifting	Lifts necessary supplies and equipment utilized for job function: lifts, supplies/equipment up to 100 lbs.
Carrying	Carries materials, etc
Vision	Ability to read correspondence, reports, books, periodicals, and computer screen etc.
Hearing	Ability to perceive speech at normal loudness levels and to be able to respond to alarms, answering phone, and overhead page
Psychological	Ability to respond appropriately to stressful work and multiple demands prioritizes task, responds to emergencies and reacts calmly. Knowledge of relevant equipment. Knowledge of common safety hazards and precautionsto establish a safe work environment.
Physiological	Work is performed indoors and outdoors

WORKING CONDITIONS

1. May be exposed to infectious or contagious diseases
2. Exposure to unpleasant elements (accidents, injuries, and illnesses)
3. May be exposed to risk of Blood Borne diseases

TO APPLY:

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

Dropped off or mailed:

301 W. College Street, Suite 18, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

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