

**MISSOURI VETERANS HOME PROGRAM
POSITION DESCRIPTION**

POSITION TITLE: CUSTODIAL WORKER I

REPORTS TO: HOUSEKEEPER I

OVERTIME STATUS: CATEGORY 2

ACCOUNTABILITY OBJECTIVE:

To provide housekeeping services to ensure a safe, sanitary, comfortable and pleasing environment for all residents, resident families, visitors and staff.

QUALIFICATIONS:

Must have experience and education sufficient to enable the individual to understand and follow verbal or written instruction.

STANDARD REQUIREMENTS:

- Demonstrate knowledge of and promote resident rights, including but not limited to the right to be free of restraints and free of abuse. Promptly report incidents or evidence of resident abuse or violations of residents' rights.
- Follow dress code guidelines as per MVC policy and procedure.
- Approach duties with a positive attitude and constructively support open communication, dedication and compassion.
- Maintain effective communication with residents, families and facility staff.
- Adhere to all established facility and commission policies and procedures.
- Promote positive employee relations.
- Participate in individual training plan as required.
- Work wherever needed within the department and facility.
- Ensure privacy of all protected health information to which he/she may have access.
- Apply objectives from offered training
- Perform duties in a safe manner minimizing the risk of on the job injuries.
- Demonstrate knowledge of emergency procedures and respond accordingly.
- Demonstrate understanding of the mission statement of the Missouri Veterans Commission Homes Program. Exhibit a willingness to work as a team member in carrying out the mission of the organization. Facilitate implementation of care systems, i.e., falls, infection control, quality management programs, etc.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

- Follow safe work practice with handling chemicals and machinery.
- Empty trash cans and reline, remove trash from facility to dumpster. This may involve bending or stooping repeatedly or continually over time to pick up trash cans or litter.
- Clean, sanitize and deodorize rest rooms. Dust/wash sinks, showers, toilets, lighting, fixtures, windows, windowsills, etc.
- Dust, mop, scrub, wax, shampoo and spot clean carpeting and floors, utilizing wet floor signs and safe work practices.
- Sweep sidewalks and entrance ways.
- Clean and dust offices.
- Climb ladders, stairwells, or steps to reach objects.
- Walk long distances and remain in standing position for extended periods.
- Operate large and small power driven machinery such as a vacuum sweeper, buffer, or other similarly sized equipment.
- Wash walls and windows, which may involve lifting arms above shoulder level.
- Respond to internal and external disasters such as fires, tornadoes, etc., in order to protect residents, staff and property.
- Move furniture to adequately clean and dust
- Use sanitizing agents and disinfectants in appropriate areas.
- Ensure soap dispensers are kept full. Ensure paper towel dispensers and toilet paper dispensers are stocked appropriately.
- Know and follow procedures for handling hazardous chemicals.
- Work closely with nursing department when providing services to resident areas.
- Ensure equipment is cared for properly. Report broken or damaged equipment to supervisor.
- Follow proper infection control procedures.
- Arrive to work on time and when scheduled, minimize unscheduled absences and schedule sick and annual leave responsibly, as established by Commission policies.
- Work overtime as needed.
- Work weekends, holidays, evenings, and nights as needed.

OTHER DUTIES:

- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Physical requirements and activities include: balancing, finger dexterity, pulling, pushing, standing, climbing, grasping, stooping, crouching, crawling, kneeling, reaching, lifting, repetitive motions, and frequent washing of hands throughout working hours. Essential sensory and communicative activities include: feeling, seeing, speaking, hearing and smelling.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which 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 may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____