



10,000 years in our Traditional Homeland, Prince William Sound, the Copper River Delta, and the Gulf of Alaska

Ilanka Community Health Center On-Call Housekeeper

The Ilanka Community Health Center On-Call Housekeeper works on an as needed basis, to work with the clinic Housekeeper, or to cover Housekeeper absences. Duties listed below are a general representation of most tasks. Detailed processes will be provided upon hire. Position is expected to work under the guidance of the Environmental Services Technician and Operations Director. Must be able to pass a background check.

Team: Environmental Services

Salary Range: \$24.00-\$28.00 per hour

Reports to: Operations Director

Schedule: On-Call

FLSA Status: Non-Exempt from Overtime

Last Revised: November 2023

Responsibilities/Duties:

- Cleaning and disinfecting of clinic space.
- Cleaning of NVE housing or other clinic administrative spaces, as needed.
- Participate in infection control training.
- Cleaning includes, but is not limited to:
 - Windows, floors, restrooms, and other areas of clinic to ensure patient and employee safety.
 - Disposal of wastes in wastebaskets as well as clean the wastebaskets.
 - Appropriate disposal of medical waste products like syringes, hand gloves, face mask, sachets of tablets, etc.
 - Dusting of furniture, fixtures, and equipment.
 - Replenishing soap and paper supplies.
 - Disinfecting areas where there may have been blood or bodily fluid contact.
 - Using various types of cleaning equipment, like vacuum cleaners, washing machines, etc.
 - Documenting the procedure involved in the disposal of clinic waste products and ensure that the right procedure in line with the standard practice of the clinic, is followed.
- Other duties as assigned.

Knowledge & Abilities:

- Good organizational skills as well as strong hygienic practice.
- Mathematical skills needed to mix cleaning agents appropriately in accordance with the prescription of the manufacturer.
- Proven ability and/or inclination to follow instructions.
- Ability to maintain a positive disposition at all times.
- The ability to work under exposure to dust.
- The ability to maintain an open mind to the acquisition of new skills and knowledge while on the job, especially the use of chemicals and understanding of basic safety procedures.
- The ability to take the initiative where and when necessary.

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- Effective interpersonal skill.
- The ability to communicate effectively in writing.
- Problem-solving skills.
- Ability to work independently and as part of a team.
- The ability to be punctual at all times.

Education & Experience:

- High School Diploma or GED
- Preferred to have at least one-year cleaning experience. Training provided.

License & Certifications Required:

- None

Work Environment:

- Regularly bend, crouch, stand, twist, move or push cleaning cart to complete work.
- Regularly use mental and written methods to complete work.
- Typically lifts 15-35 lbs. to coordinate work.
- Majority of work will be completed in a medical primary care clinic, with some work completed in residential housing location.
- Housekeeping Products.
- Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids or tissue. Use of personal protective equipment (PPE), when appropriate, is required.

Disclaimer

NVE has the right to assign or reassign duties and responsibilities to this job at any time. By signing below, I acknowledge receipt of this job description.

Employee Signature

Date