



Bond Community Health Center, Inc.

Job Description

POSITION: Maintenance/Janitorial Service Technician

DEPARTMENT: Facilities

REPORT TO: Chief Operating officer

DUTIES and RESPONSIBILITIES:

1. Dust all picture frames, cork boards and notice boards.
2. Responsible for the overall cleanliness of the center.
3. Cleans bathrooms sink, toilets and floors.
4. Fills all soap, paper towel and toilet paper dispensers.
5. Vacuums carpeted areas, including hallways, offices, examination rooms, consultation rooms, and waiting areas.
6. Clean blinds and window sills.
7. Mop where appropriate.
8. Transports Medical records.
9. Empties all garbage cans.
10. Discards garbage appropriately.
11. Cleans waiting room chairs.
12. Washes glass panels in vestibule area.
13. Performs small handyman jobs as needed.
14. Provides messenger services as needed.
15. Facility and satalite site ground maintenance
16. All other duties that may be assigned.

REQUIREMENTS:

- PHYSICAL DEMANDS/WORKING CONDITIONS: Heavy lifting, standing, stooping and operation of heavy equipment.
- SUPERVISION RECEIVED: Chief Executive Officer; Chief Operating Officer; Medical Director
- SUPERVISION GIVEN: NONE
- COMPLEXITY: Knowledge of ventilation and air conditioning and electrical equipment and janitorial services.
- INTERPERSONAL CONTRACTS: All departments and outside contractors.
- RESPONSIBILITY FOR CONFIDENTIAL MATTERS: May have access to confidential files and medical information. All employees of BCHC are expected to adhere to the confidentiality policy contained in the Employee Handbook.
- THE EFFECT OF ERRORS: Errors could result in unclean and unsafe facility, which could lead to embarrassment and liability for the Center.

HOURS OF WORK: 40 hours minimum and as needed.

SALARY RANGE: As stated in the Notice of Hire.

Chief Operating Officer: _____ Date_____

Maintenance/Janitor: _____ Date_____