

**Valley AIDS Council d/b/a Westbrook Clinic
Position Description**

Job Title: Janitor (Harlingen/McAllen)
FLSA Status: Non-Exempt
Approved By: CEO/Executive Director
Approval Date: 04/22/2019
Department: Administration
Reports To: Facilities Manager

EMPLOYEE RISK FACTOR: I

Performs tasks that involve exposure or potential exposure to blood, body fluids or body tissue, or other potentially contaminated materials.

SUMMARY:

The purpose of this position is to work under the Facilities Manager to ensure the cleanliness of their site building, that there is no inconvenience to the people that work inside the building, and that the building remains a safe place to be.

SUPERVISION RECEIVED/EXERCISED:

Works under the general direction of the Facilities Manager.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Has a working understanding of HIV Disease
- Daily housekeeping routines such as cleaning and sterilization of patient rooms and public areas
- Ensuring a safe and risk preventative environment within OSHA regulations
- Participate in VAC special events.
- Maintain a flexible work schedule.
- Demonstrate flexibility, ability to perform multiple tasks, good problem solving and positive people skills.
- Attend all required meetings by Valley AIDS Council and/or by Supervisor.
- Reliable transportation
- Current Texas Driver's License
- Clear driving record
- Safely and securely handles and transports medical waste and ensures that medical waste storage areas are secured at all times
- Assists with distribution, storage, maintenance of supplies

MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:

High School graduate or GED and twelve months of related experience and/or training; or equivalent combination of education and experience. Previous experience in a medical setting and with the use and operation of a variety of cleaning equipment preferred.

MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS & ABILITIES:

A responsible and mature individual with a passion for medicine. Working knowledge of Microsoft Office, specifically Outlook, Word & Excel.

Skill in operating the listed tools and equipment.

Ability to speak fluent English; ability to handwrite legibly; ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization; ability to add, subtract, multiply, and divide, in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs; ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

SPECIAL REQUIREMENTS/QUALIFICATIONS:

State of Texas Class “C” Driver’s License. Employee must maintain all certifications, licenses and/or registrations consistent with Westbrook Clinic policy and Texas State Law.

Ability to communicate fluently in Spanish.

Flexibility to travel, if needed.

EQUIPMENT USED:

Variety of cleaning and maintenance equipment. Requires frequent use of personal computer, including word processing and spreadsheet programs; telephone, copy machine, fax machine, and automotive vehicle.

PHYSICAL DEMANDS:

A constitution to work under the rigors of delivering medical care. While performing the duties of this job, the employee is frequently required to drive, stand, walk, and clean for extended periods of time. The employee must occasionally lift and/or move up to 35 pounds.

WORKING CONDITIONS:

Work is predominantly performed in an office setting where the noise level is usually quiet.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Valley AIDS Council d/b/a Westbrook Clinic is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches the Agency community and the employment experience of its members. Valley AIDS Council d/b/a Westbrook Clinic prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our website to view all Agency Policies and Workplace Postings.

Background investigations and a drug screen are required for all new hires as a condition of employment, after the job offer is made. Employment will be contingent upon Valley AIDS Council d/b/a Westbrook Clinic’s acceptance of the results of the background investigation and drug screen.

Employment with Valley AIDS Council d/b/a Westbrook Clinic will require training which may include but not limited to explicit training/discussion regarding sex and sexuality. This position may also encounter such explicit language when dealing with clients and targeted populations.

This job description has been discussed with me by my supervisor. I agree to perform these duties to the best of my abilities, and I understand that my duties may not be limited to those described above.

_____ Employee Signature	_____ Date
_____ Supervisor Signature	_____ Date
_____ HR Director Signature	_____ Date
_____ CEO/Executive Director Signature	_____ Date