

CUSTODIAN LEAD

Position Summary

Under the general supervision of the Custodial Services Supervisor, this position performs lead-worker duties for a crew of Custodians at the Wisconsin Veterans Home at King (WVHK). This position is also responsible for training custodians in all aspects of their job, including infection control policies and procedures, sanitation procedures, floor surface maintenance, operation of equipment, and chemical use. All job duties are performed in accordance with standard safety principles and practices, following WVHK's housekeeping/custodial standard operating procedures. In addition to maintaining an assigned area, the Custodian Lead provides coverage throughout the WVH-King as needed.

Time% Goals and Worker Activities

40% A. Training, Planning and Assignment of Tasks for Cleaning Crew

- A1. Provide individualized training on infection control, sanitation procedures, and methods used to maintain various floor surfaces.
- A2. Train custodians on the safe operation of equipment and chemical use.
- A3. Coordinate, lead and assist in completing cleaning projects as assigned.
- A4. Inspect and assess the timeliness, progress and quality of the housekeeping services performed by others
- A5. Document, prioritize and respond to service requests.
- A6. Provide custodial services relief coverage.
- A7. Observe custodian adherence to policies and procedures, and correct or instruct as necessary.
- A8. Assist with resident property inventories upon admissions, relocation or discharge, and maintain resident storage areas.
- A9. Adhere to all safety policies and procedures are followed, including the use of personal protective equipment (PPE).
- A10. Assist supervisor in developing, updating and modifying training programs and materials.
- A11. Track custodial supplies and inventory.
- A12. Advise supervisor of any needs for equipment replacement, flooring damage, etc.

25% B. Provision of Custodial Services for Member, Staff and Public Areas of WVH-King

- B1. Sanitize toilets, urinals, sinks, fixtures, and dispensers.
- B2. Refill paper products and soap dispensers.
- B3. Remove trash, recyclables and biohazardous waste, and properly dispose of it.
- B4. Sanitize all types of surfaces and furnishings within the facility.

25% C. Maintenance of Floor Surfaces

- C1. Vacuum, sweep, dust mop/wet mop, and extract floor surfaces.
- C2. Spray, buff and burnish floor surfaces using powered equipment.
- C3. Scrub, strip and refinish floor surfaces using powered equipment.

C4. Move furniture and removable rugs or runners to facilitate thorough cleaning of floors.

10% D. Maintenance of Equipment, Grounds and Facility

D1. Maintain and clean equipment, supplies and housekeeping cart, in accordance with procedure and safety protocols.

D2. Provide grounds and facility maintenance, including snow and ice removal.

D3. Perform other duties as assigned to meet the needs of WVHK and its members.

Knowledge, Skills and Abilities

1. Knowledge of methods, materials and equipment for general cleaning and custodial services
2. Knowledge of safety precautions involved with the use of caustic and toxic chemicals
3. Knowledge of safe lifting techniques and equipment used when lifting and moving objects
4. Knowledge of Standard Precautions, Exposure Control Policy, and other safety and sanitation policies and practices used by WVH-King and healthcare facilities
5. Knowledge of personal protective equipment used by a custodian
6. Knowledge of Material Safety Data Sheet/Safety Data Sheet documentation
7. Ability to operate and maintain powered-equipment
8. Knowledge of procedures used in cleaning and handling personal property and cleaning rooms that are occupied and/or in use
9. Skill in verbal and written communication
10. Ability to document work orders, maintain records and make reports of services provided
11. Ability to establish and maintain working relationships
12. Ability to work independently, as a team member, and as team lead
13. Ability to train others to perform tasks
14. Ability to organize and prioritize workload
15. Knowledge of laws and regulations related to patient privacy, including the Health Insurance Portability and Accountability Act (HIPAA)
16. Ability to follow operating procedures, schedules, and WVHK and manufacturers' instructions
17. Ability to observe and react to hazards and changing conditions in a work environment
18. Skill in use of snow-removal equipment
19. Ability to climb, reach, bend and perform sustained physical activity
20. Ability to perform heavy work, occasionally exerting an excess of 100 pounds of force
21. Ability to work with loud, shaking and/or vibrating equipment
22. Ability to climb and work on ladders and/or scaffolding
23. Ability to meet performance expectations as outlined in the annual performance review process and/or strategic initiatives

Environmental Conditions

Conditions are those normally found in a long-term healthcare facility. Work is performed in all seasons and may involve working in temperature extremes. There is exposure to cigarette smoke.