



<b>Department:</b>	Mountain View Manor
<b>Supervisor:</b>	MVM Director
<b>Prior Revision Date:</b>	N/A
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<b>Revision Made By:</b>	DC / BR
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<b>Employment Status:</b>	PMEA Union
<b>Date Provided to Bargaining Unit</b>	7.23.2024

## **Job Description**

### **MOUNTAIN VIEW MANOR ASSISTED LIVING Custodian**

#### **Definition**

The Custodian is a member of the Mountain View Manor Assisted Living team and provides general care and janitorial duties at the Mountain View Manor Assisted Living facility.

#### **Supervision Received**

The Custodian reports to the Mountain View Assisted Living Director unless otherwise assigned by the Director.

#### **Supervision Exercised**

None.

**Duties** *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

The Custodian position regularly accomplishes the following:

- Vacuums, sweeps, mops and buffs floors as needed and appropriate;
- Empties refuse can receptacles and replaces refuse bags;
- Cleans and sanitizes toilets, bathroom floors and shower stalls;
- Cleans doors and windows;
- Cleans and dusts walls, furniture and decorations in all common areas of Assisted Living;
- Steam cleans carpets;
- Unclogs toilets and sinks when necessary; and
- Remove snow from around the entrances as needed
- Performs other duties as assigned both inside and outside the facility.

Maintains clean, neat, comfortable, safe environment for residents, staff, and visitors.

Is thoroughly familiar with fire, missing persons and other emergency procedures. Follows facility policy and procedures detailed in fire and disaster plans.

Demonstrates knowledge of infection control via proper handling of equipment, soiled linen, bedpans, urinals, and adequate hand washing.

Avoids loss, breakage, and waste of supplies and equipment.

Adheres to and conveys the facility's philosophy of maintaining elements of resident self-care and encourages resident independence.

Reports deficiencies observed in resident apartments, with clothing and/or linens, and the facility in general.

Observes and reports any changes in a resident's physical or mental status to the Director, or the facility's Registered Nurse.

Adheres to facility policies and procedures.

May operate Borough vehicles.

Performs other duties as assigned.

### **Distinguishing Characteristics**

The work assigned to the Custodian is characterized by the diversity of tasks performed. This person is required to have tactful customer relations skills with people of all ages. The position requires that the person perform the great majority of their work indoors. The person in this position needs to understand verbal directions, be a self-starter and work with minimal supervision. This position requires awareness of resident's dignity and individuality.

### **Working Conditions**

The employee in this position performs duties indoors and outdoors and is exposed to a variety of cleaning products. The employee must be skilled in the use of cleaning products and equipment and have knowledge of their safe operation. The Custodian is likely to have exposure to blood and bodily fluids. Persons working in this position must have the ability to do occasional heavy lifting.

### **Qualifications**

Must possess a current and insurable Alaska State Driver's license.

Must be at least 18 years of age.

Must be able to keep resident information confidential, respect resident's rights, and respect privacy and the right to self-determination of residents.

Must be free of non-treated communicable diseases.

Must be able to pass a background check before the first day of work.

Must complete 12 hours of CEU's annually.

Must obtain CPR/First Aid certification within 30 days of hire.

Must obtain a food worker handling card within 30 days of hire.

Any combination of experience and education which provides the applicant with the following attributes:

- Ability to operate a variety of cleaning equipment and machines;
- Ability to perform unpleasant tasks with grace;
- Ability to work with minimal supervision;
- Ability to recognize limitations and consult further resources for answers;
- Ability to keep work areas neat and clean and help maintain appearance of the facility;
- Must be accurate, dependable, neat and thorough in assigned tasks;
- Ability to safely work off a ladder;
- Ability to establish and maintain a positive relationship with the facility residents and community members; and
- Ability to establish and maintain effective working relationships with fellow employees, work cooperatively with supervisors and display a willingness to assist co-workers.

**Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date