



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position: Housekeeping/Maintenance
Location: Lac Courte Oreilles Community Health Center
Salary Range: Negotiable
Hours: Monday – Friday 11:00am-7:30pm
Posting Date: August 12, 2019
Closing Date: August 23, 2019

Description of Position:

The LCO Community Health Center’s Housekeeping/Maintenance staff will perform general cleaning, maintenance and repairs of all office and buildings required for daily operations. The position demands a multi-talented, self-motivated person to perform various jobs. These include repairs of light plumbing, carpentry, light mechanical, general light construction, grounds keeping, general cleaning of the facility, and other types of work as determined necessary by management. Some clerical skills are required to perform the purchasing of supplies. Travel to all LCO-CHC locations is required. Provide a clean and safe environment for patients and staff.

Qualifications:

- Possess a high school diploma or equivalent required.
- Ability to be self-directed required.
- Previous 2 years work experience in housekeeping, preferably at a medical facility preferred.
- Knowledge of office policies and procedures regarding housekeeping functions and standards, including safety and sanitation.
- Knowledge of cleaning methods, materials, tools and equipment.
- Ability to follow established procedures, of the highest cleanliness standards, relative to cleaning and maintenance of a Health Facility.
- Skill in operating housekeeping equipment and machines.
- Must possess the physical ability to perform tasks requiring continuous walking, standing, stooping, moving objects and climbing short ladders.
- Must be able to lift 60 pounds.

- Previous experience in ordering and purchasing supplies.
- Previously Trained in Infection Control preferred.
- Basic computer skills required.
- Must be able to pass a pre-employment drug test.
- Must be able to pass a background check.
- Valid Drivers License and Vehicle Insurance required.
- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.

Major Duties and Responsibilities:

1. Performs maintenance and housekeeping duties to ensure a clean, safe and secure Health Center.
2. Abide by CDC Guidelines for Environmental Infection Control in Health-Care Facilities.
3. Abide by the LCO Housekeeping Management Plan and Policy Manual.
4. Provides security while working in the Health Center.
5. Performs routine maintenance functions as ordered, or assigned.
6. Perform light construction duties.
7. Carried out assigned duties in areas related to infection control; to include sanitation procedures and wearing appropriate personal protective equipment (PPE).
8. Provides grounds keeping support including mowing grass, shoveling snow, etc.
9. Performs cleaning of office areas as outlined in clinic housekeeping procedures.
10. Performs cleaning and sanitizing of medical treatment rooms as outlined in clinic housekeeping procedures.
11. Maintains flooring throughout the entire facility by vacuuming and spot cleaning carpet, or mopping and waxing tile floors as outlined in the clinic housekeeping procedures.
12. Washes ceilings, walls, lights, windows, fixtures, mirrors, and vents according to clinic housekeeping procedures and on the pre-determined cleaning schedule.
13. Flexible and willing to take initiative in identifying and performing work that needs to be done.
14. Must be able to work and complete tasks proficiently with limited supervision.
15. Must be able to act professionally and pleasantly to all clinic staff, patients and visitors.
16. Order and Purchase supplies.
17. Perform any additional tasks as requested by the Facilities Director or Housekeeping Supervisor.
18. Responsible for reporting Adverse Incidents.

Supervision and Guidance:

The Housekeeper/Maintenance staff will work under the direct supervision of the Housekeeping Supervisor with oversight by the Facilities Director and the CEO Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) current letters of recommendation
Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
(715) 638-5132
(715) 634-6107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

08/12/2019