



<b>Position Title:</b>	Closing Custodian	<b>Exemption Status:</b>	Non-Exempt
<b>Reports to:</b>	Galen Pettey, PT	<b>Last Updated:</b>	10/2019
<b>Hours of Position:</b>	Monday & Wednesday: 5-8pm		

**Job Summary:** Performs sanitation and cleaning related duties in a medical office environment to ensure the facility is clean and ready for the next day and secures facility at the end of the work shift when all duties are complete.

**Essential Job Functions:**

- Performs cleaning tasks throughout the facility including but not limited to washing and folding laundry, vacuuming, dusting, restocking toiletries, sanitizing bathrooms, wiping counters, emptying trash cans, and cleaning walls and floors.
- Orders and stocks housekeeping and janitorial supplies.
- Reports any broken or missing equipment (toilets, faucets, gym equipment etc.) to the Facility Supervisor.
- Answers office phone and takes messages as needed.
- Secures and locks facility at the end of the day including but not limited to ensuring the facility is vacant, locking all doors and windows, and setting alarm.
- Participates in EPT Physical Therapy in-services and staff meetings as necessary.
- Participates in and adheres to, as required, the HIPAA Policies of EPT Physical Therapy.
- Participates in and contributes to the Quality Assurance Program of EPT Physical Therapy.
- Works in another location, other than the office currently assigned, as needed to cover other employees who may be out of the office.
- Any and all other duties assigned.

**Minimum Position Qualifications:**

- Ability to follow instructions given verbally or in writing.
- Ability to interact with a diverse customer population and effectively communicate with management and all levels of customers and employees.
- Ability to prioritize job duties and work independently when necessary.
- Ability to work varying shifts or work in another location, other than the office currently assigned, as needed to cover other employees who may be out of the office.

**Preferred Position Qualifications:**

- Experience working in a housekeeping or janitorial environment preferred.

**Physical Requirements:**

- Ability to lift up to 25 pounds.
- Ability to hear and speak clearly.
- Ability to frequently use repetitive motions of the hands, arms, and shoulders.
- Ability to work with cleaning and sanitation products including but not limited to laundry soap, bleach, toilet cleaner, and/or window cleaner as well as ability to complete cleaning duties using company-provided personal protective equipment.
- Ability to travel to other office locations in Eureka or McKinleyville as needed.
- Work requires visual acuity in order to read correspondence, forms, etc.
- Ability to reach above shoulder-level, and to squat, bend, sit, stand and walk for extended periods of time.

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*