

Employment Opportunities

11/07/2018

Cedar Haven Healthcare Center
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Company Location/Address: 590 S. 5th Ave Lebanon, PA 17042

Position(s) /Job Title(s): Building Maintenance Custodian

Job Description: Cedar Haven Healthcare Center, a 324-bed skilled nursing facility, provides high quality superior skilled nursing, short-term rehab, memory care, and hospice services in Lebanon. In 2016, Cedar Haven celebrated 50 years of providing high-quality healthcare for the Lebanon community thanks to our skilled and compassionate team.

Hours of Work: 8:00 a.m. to 4:00 p.m.; 4:00 p.m. to 12:00 a.m.; 12:00 a.m. to 8:00 a.m.; and other hours as volunteered or required, with two 15-minute rest periods and one 30-minute unpaid meal period per 8 hour shift.

Purpose of Your Job Position: The primary purpose of your job position is to maintain the grounds, facility, equipment in a safe and efficient manner in accordance with current applicable federal, state and local standards, guidelines and regulations, our established policies and procedures, and as may be directed by your supervisor, to assure that a successful maintenance program is maintained at all times.

Essential Functions of the Job

Maintenance Duties

1. Inspect, lubricate, dismantle, clean, repair, replace, install, maintain, and assemble mechanical equipment.
2. Operate simple tools such as drill press, pipe threader, power saw, electric welder, lawn mower, and others.
3. Maintain logs of equipment or functions such as the performance of boilers and emergency generators.
4. Care for grounds and garden areas by mowing grass, planting, watering, pulling weeds, trimming shrubs, collecting leaves, and shoveling/plowing snow from driveways, parking lots, and walkways; maintain driveway (snow removal and salting, leaf raking, roadway repair, etc.).
5. Patrol grounds and buildings on a periodic basis to prevent fire, theft, vandalism, and illegal entry.
6. Check interior and exterior lighting for repair or replacement as necessary; perform such repair, replacement, or arrange for such repair.
7. Collect garbage daily throughout the building; clean trash cans and dumpsters (when weather permits); arrange for collection of isolation waste (bio waste): collect and store until can be disposed of properly.
8. Rebuild, repair, and refinish walls, furniture, and fixtures.
9. Supply oxygen tanks to nursing units.
10. Supervise and/or participate in fire or other emergency drills, including assisting at drill sites or evacuating residents as may be necessary.
11. Transport residents for appointments and pick up or drop off items as may be needed, accompanied

by nursing personnel where necessary.

12. Perform minor plumbing (leaky faucets, leaking pipes) or electrical repair (replacing plug ends, call bell ends).

13. Monitor areas such as crawl-space and roof for leaks and cracks; make minor repairs when necessary.

14. Perform duties related to maintaining pest control.

15. Wax, buff, and/or strip floors as may be needed.

16. Report areas where work or repair is needed to Superintendent.

17. Determine the optimum time to shut down equipment for repair to minimize damage and loss of work production.

18. Replace filters as necessary throughout the facility.

19. Paint parking lot lines and curbs.

20. Perform unscheduled maintenance tasks as directed.

Other Responsibilities

1. Attend annual or special inservice programs as requested or required.

2. Comply with department and Cedar Haven fire prevention and safety standards, including the reporting of equipment malfunctions.

3. Exercise principles of infection control in all areas of work.

4. Observe personnel policies.

5. Keep supervisor informed of supply needs.

6. Assist others in lifting heavy equipment, supplies, etc., as directed or requested.

7. Comply with OSHA regulations by using the proper safety and protective equipment for the job being done.

Working Conditions

1. Works in all areas of the facility.

2. Sits, stands, bends, lifts and moves intermittently during working hours.

3. Is subject to frequent interruptions and may need to reschedule maintenance activities.

4. Is involved with residents, personnel, visitors, government agencies/personnel, etc., under all conditions and circumstances.

5. May occasionally be subject to hostile and emotionally upset residents, family members, etc.

6. Works beyond normal working hours and in other positions temporarily, when necessary.

7. Is subject to falls, burns from equipment, odors, etc., throughout the work day, as well as to reactions from dust, disinfectants, etc.

8. May be required to work on weekends and holidays.

9. May be required to work on shifts other than the one for which hired.

10. May be required to work in cramped spaces and in adverse weather conditions.

Education: Graduation from high school or GED certificate desirable.

Experience: Experience required in fixing things and a mechanical inclination. On the job training provided.

Specific Requirements: Must possess a valid Pennsylvania Drivers' License.

Type of Position: Full-time, Part-time, Permanent

Position Available on: 11/07/2018

Additional Information: