

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information.		
Position Title Custodian	Department Sanitation	Date 1.31.2020
Reports to QA Supervisor		FLSA Classification Non-Exempt

General Summary

Perform duties to maintain the plant (buildings, offices and grounds) in a clean and/or sanitary conditions. An employee working in this area is expected to operate as a member of a team, which includes assisting one another as needed. In the absence of the custodian either the day sanitation assistant or an employee cross trained in that skill and that understands the food safety job requirements will perform this job function.

Duties and Responsibilities

- Perform daily, weekly, and periodic plant wide cleaning and sanitation, including applying cleaning agents, washing, sweeping, trash removal, dusting, and mopping.
- Safely remove snow from walkways as needed.
- Monitor, order and replenish soap and paper towel dispensers, air fresheners, toilet paper, and hand sanitizer.
- Monitor and restock hair nets, beard nets and hearing protection.
- Collect soiled uniforms, segregating and recording those that are in need of repair.
- Deliver UPS and Fed Ex packages to recipients daily.
- Perform facility maintenance as needed including but not limited to: snow blowing and salting walkways, stripping and waxing floors, shampooing carpets, washing exterior and interior windows.
- Assist in bailing plastic and cardboard as needed.
- Understand what cleaning agents are used, why we use them, and understand the proper amounts and application process. Ensure adherence to proper MSDS requirements.
- Maintain housekeeping, GMP's, and safety within the facility.
- Perform other duties as needed or assigned by management.

Education Requirements

High School diploma or General Education Degree (GED).

Previous Experience Requirement

Experience in plant wide custodial work preferably in a food manufacturing setting.

Knowledge and Skills Needed to Perform Effectively in this Position

- Ability to efficiently perform work with minimal supervision.
- Ability to interact with other employees in a professional and courteous manner.
- Ability to complete assignments with minimal direction.

- Good interpersonal and communication skills.
- Demonstrate mechanical and mathematical aptitude.

Physical Dimensions				
Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner.				
	0 – 24 %	25 – 49 %	50 – 74 %	75 – 100 %
■ Seeing: Must be able to read documents and use equipment.				X
■ Hearing: Must be able to hear well enough to communicate with internal and external contacts.			X	
■ Standing/Walking/Mobility/Lifting: Must be mobile and be able to travel/navigate throughout the facility. Must be able to lift 50 pounds without assistance.				X
■ Climbing/Stooping/Kneeling: Must be able to climb, stoop, or kneel to perform routine tasks within the scope of job.		X		
■ Fingering/Grasping/Feeling: Must be able to grip/grab objects.				X
■ Environmental Conditions: Must be able to work in environments that may include, but are not restricted to, cold, heat, wet, humid, draft, fumes or various combinations of same.				X

Expectations
<ul style="list-style-type: none"> • Adheres to Company Policy and Procedures. • Acts as a role model within and outside the Company. • Treat all customers, coworkers and others with dignity and respect. • Promotes teamwork with coworkers and provides guidance for coworkers as needed or requested. • Maintains a positive and respectful attitude. • Communicates regularly with Management about job-related issues. • Demonstrates flexible and efficient time management and ability to prioritize workload. • Consistently reports to work on time, prepared to perform duties of position. • Satisfactorily meet performance levels, goals and objectives.

- *All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*
- *This position guide in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.*
- *This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.*