

Custodian

Second Harvest Food Bank Position Description



DEPARTMENT:	Facilities
REPORTS TO:	Facilities Manager
WORK HOURS:	37.5
LOCATION:	Springfield, Ohio
FLSA STATUS:	Non-Exempt Hourly
SUPERVISORY:	No
REVISION DATE:	June 2020

Position Summary:

This position is responsible for performing custodial duties for the warehouse and office areas.

Essential Job Functions:

- Vacuuming, sweeping, and mopping of flooring and stairs, as necessary.
- Clean and sanitize all restrooms using established practices and procedures.
- Clean sinks, countertops, microwaves, and refrigerators in break rooms.
- Follow assigned daily zone cleaning schedule.
- Restock supplies in restrooms, break rooms and common areas daily.
- Empty all trash containers and replace liners, clean receptacles, as necessary.
- Cleaning windowsills and windows.
- Maintain custodial/maintenance closets in a clean, organized, and safe manner.
- Maintain janitorial equipment in a clean, safe, and operable condition.
- Proper labeling, dilution and use of all chemicals.
- General maintenance of grounds.
- Wash walls and equipment; use ladders when required in work assignments.
- Assist with setup of facilities for meetings and trainings.
- Perform cleaning and related activities such as removing snow or debris from sidewalks, walkways, and parking lots.
- Power wash exterior building including but not limited to cooling units.

Reporting:

- Report/address infestation/pest control issues as well as safety issues as discovered.
- Note and report any issues with product damage or quality as discovered.
- Complete and maintain trash logs as needed.

Support of Agency Mission and Operations:

- Learn and adhere to all Feeding America and AIB required standards.
- Receive and maintain ServSafe certification.
- Assist as needed in team operational coverage.
- Assist in rapid recognition and resolution of general and food safety issues.
- Participate in AIB certification.
- Other duties as assigned.

Supervisory Responsibilities: N/A

Education and Certifications:

- High School Diploma, GED equivalent or applicable experience
- OSHA required forklift certification

Skills, Qualifications and Experience:

- Ability to effectively manage numerous projects simultaneously and work independently.
- Ability to build relationships with distribution partners and professional organizations as critical to effective work.
- Ability to effectively communicate required standards in a style of coaching and employee support, engagement, and recognition.
- Ability to address conflict in a respectful manner.
- Ability to adequately respond to requests and demands in a timely manner and consistently follow through on projects and issues.
- Demonstrated skills in effective communication and listening.
- Demonstrated ability to record and provide written reports.
- Flexible, adaptable, and responsive to change and modifying plans/strategies as needed to best meet the needs of those involved.
- Personal appearance that always reflects self-respect and professionalism.
- Valid state issued driver's license and proof of vehicle insurance.

Commitment to Service:

- Ability to work well with other staff in a collaborative effort to improve services, extend courtesy, friendliness, and overall respect to meet the needs of the organization.
- Personal integrity and awareness of ethical principles and a willingness to accept assignments involving flexible work hours.
- Will be available for times and events when evenings and weekends will be required to fulfill duties.
- Sensitivity to needs of clients and families served.

Work Environment: Typical office and warehouse environment, with regular exposure to excessive noise, adverse environmental issues, and cooler/freezer temperatures.

Physical Demands: Position requires physical exertion to sit, stand, walk, stoop, verbal, and written communication by phone or in person. Maximum unassisted lift 50 lbs., normal lift <40 lbs.

Statement of Understanding:

I have read the above position description and the expectations of the position explained to me. By signing below, I indicate my understanding of what is required of me in this position. I agree to comply by all requirements of Second Harvest Food Bank CCL and Feeding America.

Employee signature below constitutes employee's understanding of the requirements, essential duties, and responsibilities of the position.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date