FACILITIES MAINTENANCE

Position Description

Responsible for maintaining a clean work environment in the offices and production areas throughout the company.

Essential Duties & Tasks

	R-Rare, **O**-Occasional, **F**-Frequent, **C**-Constant	% Of Time
1.	Wear PPE (Personal Protection Equipment) at all times while performing sanitation duties.	**C**
2.	Clean and sanitize all company restrooms and restock supplies as needed.	**C**
3.	Clean and sanitize all break areas to include cleaning surfaces of tables, microwave ovens, refrigerators, stoves, sinks and countertops.	**C**
4.	Vacuum office areas and offices	**O**
5.	Remove trash and recyclables from offices, break areas, restrooms and production areas and deposit trash in dumpsters	**C**
6.	Sweep and mop break areas	**F**
7.	Sweep and remove debris from production work areas to maintain a clean, safe, and healthy work environment	**F**
8.	Safely use and secure overhead doors	**F**
9.	Operate cardboard shredder for recycling corrugated cardboard	**F**
10.	Report any and all violations of work rules and company policies to the department Supervisor	**C**
11.	Lead by example, Safe work habits by following all safety regulations, wearing PPE and promoting a safe and harmonious work environment.	**C**
12.	Carry out tasks issued by Department Manager or designate	**C**
13.	Ensure compliance to all OSHA and EEOC requirements	**C**
14.	Reinforce and role model corporate values to include customer service	**C**
15.	Performs other duties as assigned.	**O**

Education & Previous Experience Requirements

- High School Diploma or (GED).
- Minimum 1-2 years as Facilities Maintenance and / or Warehouse employee.

Knowledge, Skills, and Abilities

Job-related qualifications representing the knowledge, skills, and attributes an individual needs to possess in order to perform the job in a satisfactory manner.

- Problem Sensitivity, the ability to recognize when something is wrong or about/likely to go wrong.
- Ability to communicate effectively both verbally and written to all levels in and outside the company (Able to express information and ideas in speaking through words and sentences, either written or spoken so that others will understand)
- Ability to perform work assignments as directed in a professional manner
- Skill to use Time Management techniques in personal daily tasks.

Physical Dimensions

Job-related physical abilities based on an individual's 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 reports and use computer				**X**
• **Hearing:** Must be able to hear well enough to communicate with coworkers				**X**
• **Standing/Walking/Mobility:** Must be able to stand to retrieve reports, mobility between departments and attend meetings of coworkers and management				**X**
• **Climbing/Stooping/Kneeling:** Must be able to climb, stoop, or kneel to perform routine tasks within the scope of job			**X**	
• **Physically Lifting up to 75 lbs. / Pulling/Pushing up to 800 lbs. using equipment**				**X**
• **Touching/Grasping/Feeling:** Must be able to write, type, and use office equipment; along with handling material and equipment				**X**

Area Specific:
Work in a fast-paced environment.
Possess good technical skills as related to fork trucks and material handling equipment.