



Job Descriptions: Janitor

Job Summary:

Responsible for meeting employer needs by:

- Removing all debris & rubbish from the production floor and office space
- Maintaining a clean work environment
- Performing minor equipment repair
- Other duties as assigned

Tools Used: Broom, mop, forklift trucks, sweeper, handcarts,

Safety

Equipment: Safety glasses, gloves, steel-toed shoes with metatarsal guards, earplugs

Environment: Heavy industrial atmosphere including exposure to grease, oil, heat, humidity, occasionally cramped quarters and possibly wet conditions

Job Requirements:

1. Ability to manually move product and materials up to 50 lbs. through regular heavy physical exertion, including but not limited to lifting, carrying, pushing, pulling and bending.
2. Ability to work in a variety of positions including but not limited to kneeling, crouching, bending, twisting and turning. Ability to stand and work on concrete for several hours at a time.
3. Able to work in a team environment to identify and solve problems, attend and participate in required company meetings.
4. Must work in a safe manner following safety procedures, including: wearing PPE (Personal Protective Equipment), completing Maintenance requests, and communicating hazards to co-workers and management.
5. Must be a team player working with co-workers, other departments. The focus is on meeting company goals and initiatives.
6. Must work at a reasonable pace to insure timely completion of tasks and must work overtime as required to meet customer needs.
7. Ability to learn operations of multiple equipment/processes within a job area and must be able to rotate jobs to meet job schedule, team needs or to meet any safety recommendations.
8. Must be able to operate the Floor Sweeper to assist in cleaning the production floor.
9. Ability to pass our forklift training program preferred.
10. Prompt and reliable attendance is necessary to meet our customer needs.

Employee Print

Signature

Date