

Feeding America West Michigan

JOB TITLE: Custodian

JOB DESCRIPTION

REPORTS TO: Warehouse Manager

GENERAL DESCRIPTION:

Keep building in clean and orderly condition. Perform heavy cleaning duties such as cleaning floors, washing walls and glass, and removing rubbish. Duties may include light repair work on facility systems, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk. Support Food Bank goals.

ESSENTIAL JOB FUNCTIONS:

- Maintain a safe and clean work environment.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
- Gather and empty trash.
- Service, clean, and supply restrooms.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- Dust furniture, walls, machines, and equipment.
- Dust/wash high level warehouse areas such as: Light fixtures, rafters, tops of offices and refrigeration units.
- Replace furnace filters regularly.
- Assist Maintenance Staff in making adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Cleaning of condensers/compressors for refrigeration and freezer units.
- Mix water and detergents or sanitizers in containers to prepare cleaning solutions, according to specifications.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Assist Maintenance staff to remove snow from sidewalks, driveways, and parking areas, using snow blowers, and snow shovels, and spread snow melting chemicals.
- Requisition of supplies and equipment needed for cleaning and maintenance duties.
- Maintaining approved chemical inventory logs monthly.
- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as banquets and meetings.
- Assist the Facilities Maintenance Staff as needed.

This list is not all-inclusive and other duties may be assigned

Professional Requirements:

- Ability to communicate verbally and in writing clearly
- Knowledge of sanitary protocols and cleaning procedures.
- Ability to finish assigned tasks effectively within limited time.
- Ability to prioritize and perform multiple tasks simultaneously
- Ability to work individually and with a team.
- Outstanding customer service skills

Mission

We gather and distribute food to relieve hunger and increase food security in West Michigan and Upper Peninsula.

Values

Respect: Honor the value and dignity of everyone we interact with.

Transparency: Provide honest and complete financial and operational information.

Excellence: Strive to exceed expectations in the pursuit of our mission.

Inclusion: Actively represent the diverse voices of our community within our staff and board.

Innovation: Empowered to challenge the status quo and take new approaches.

Stewardship: Be accountable for the responsible use of resources entrusted to us.

Integrity: Keep our promises and take responsibility for our actions.

Collaboration: Cultivate partnerships with organizations in our community who share our commitment to relieve hunger and increase food security.

Equal Employment Opportunity

It is the policy of Feeding America West Michigan Food Bank to provide equal employment opportunities to all people without regard to race, color, religion, national origin, age, sex or disability and to promote the full realization of that policy. FAWMFB will assure equal employment opportunities in all personnel actions and procedures including, but not limited to recruitment, hiring, training, transfer, promotion, compensation and benefits.

Employee Acknowledgement

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Custodian** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that this job description does not create a contract of employment and Feeding America West Michigan Food Bank can modify any or all the terms and conditions listed in this job description at any time. I acknowledge that my employment is at-will and that my employment can be terminated with or without notice.

Employee signature & Date

Witness