

Job Title: Custodian
Department: Plant Services
Grade: III
Wage Classification: Hourly
Revised Date: 3-31-21

JOB SUMMARY

Keeps premises of office and plant in clean and orderly condition.

GENERAL EMPLOYMENT REQUIREMENTS

- High school diploma or GED
- Reliable/excellent attendance record
- Negative drug screen
- Able to work cooperatively with co-workers
- Adherence to personal protection requirements (safety glasses, etc.)
- Adherence to company general policies and quality procedures.
- Receive and follow work instructions from Lead Person or Supervisor
- Maintain own time record, count point ticket or other required activity record.

SPECIFIC JOB FUNCTIONS

Following are some of the principal job functions. However, other duties and activities may be required in performance of this job:

- Dispose of all trash in office and production areas on a daily basis in appropriate receptacles
- Maintain break area in clean and sanitary condition on daily basis including refrigerator, vending machines, microwaves and eating tables
- Clean and polish all tile floors per desired schedule
- Paint cement floor as directed by supervisor
- Replace light bulbs
- Clears clogged drains and replaces plumbing fixtures as needed
- Patches or replaces plaster or plaster board and paints walls, ceilings, and trim in building
- Perform snow removal and miscellaneous yard work as directed by supervisor
- Set up tables and chairs for meetings
- Help in assisting main P.M. program
- Various general maintenance tasks as directed

- Break down and relocate air lines
- Work with various power tools
- Material handling along with paperwork
- Handling inventory of Hazardous materials

PHYSICAL JOB REQUIREMENTS

- Lifting up to 50# with no restrictions
- Healthy wrist-arm motion – repetitive motion of arms and shoulders
- Ability to read and follow written instructions.
- Drive forklift truck and have valid forklift truck driver's license
- Vision, with or without correction, must be adequate to perform the required job functions
- Ability to perform duties inside plant or on grounds in both hot and cold weather

WORK ENVIRONMENT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets. The employee is occasionally exposed to a variety of extreme conditions. The noise level in the work environment can be loud.