



POSITION TITLE:	Facilities Janitorial Specialist	DATE:	May 2022
DEPARTMENT:	Operations and Supply-Chain	FLSA:	Non-Exempt
REPORTS TO:	Facilities Manager		

Want to make a difference in your community? Every day, a group of talented, passionate, kind, hard-working people come together with one goal in mind – to improve our world. Specifically, we want to be sure that people in need of food receive help. We're working to *End Hunger in Our Community*.

As with other disasters our community has experienced, we find ourselves on the front lines of response and need your help to support our effort. We are looking for a driven, pragmatic individual to add to our team of highly motivated hunger relief workers.

We have a strong set of Core Values developed by and for our team. We want to be clear with one another who we are when we come to work. The overarching themes are – Show Up Together, Bring the Joy, Nurture Each Other, and Seek Excellence.

We provide food to 100,000 people throughout the year (1 in 6 people!). We consider our efforts to be noble, and the fight just.

JOB SUMMARY

The Facilities Janitorial Specialist position is responsible for janitorial services within the building and general cleaning assignments, warehouse janitorial duties, and special projects as assigned.

MAJOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily, with or without reasonable accommodation.

- Perform organizational and general cleaning tasks in the administrative offices, conference rooms, logistics office, bathrooms and ancillary areas of the building.
- Perform daily, weekly, and monthly scheduled cleaning and sanitizing regiment as per our COVID-19 Prevention Program.
- Perform janitorial tasks around the outside of the facilities, including washing windows, sweeping and general clean-up when needed.
- Collect, break down and organize garbage and recycling from administrative areas and restrooms on a daily basis.
- Clean rooms, hallways, lobbies, rest rooms, stairways, and other work areas, and respond to accidental spills, as necessary.
- Monitor inventory and request cleaning products, supplies, or cleaning tools as required to keep a clean and well-maintained work area.
- Maintain a cleaning log of weekly, monthly, and periodic cleaning schedules per AIB standards.
- Communicate potential safety hazards, unsafe conditions, repairs or special cleaning projects needed to the Facilities Manager.
- Interface with REFB staff members as necessary to promote a clean and safe working environment.
- Perform other janitorial related duties as assigned by your manager.

MINIMUM SKILLS AND QUALIFICATIONS

- Must be trainable on the proper use of cleaning chemicals and janitorial services performing.
- 1-2 years prior experience in janitorial services or similar role required.
- Must be organized and complete tasks in support of the day to day cleaning schedule and project plans.
- Creative, energetic and well-organized person with strong interpersonal skills.
- Excellent customer service skills and prior experience in a support role.
- Ability to work and interact well with individuals from a variety of socioeconomic backgrounds in a culturally diverse environment.
- Strong oral and written communication skills.
- Ability to take initiative, coordinate with others and follow through in a timely fashion.
- Ability to build positive working relationships
- Computer literacy with experience in digital timeclocks, Google Docs and email.

WORKING ENVIRONMENT AND PHYSICAL DEMANDS

- This is a full-time position that will average 40 hours a week, five days a week.
- Availability to work during the hours of 7:00am to 3:30pm, with some flexibility depending on situations
- Availability to work some Saturdays or overtime as necessary.
- Utilizing approved cleaning chemicals normally used in custodial duties.
- Ability to climb ladder and stairs to clean as necessary.
- Carry, lift and operate a vacuum.
- Bending at the waist, sitting, kneeling, laying horizontally, climbing, walking, etc., as job may require.
- Ability to lift 40 lbs. and work standing for 3-4 hours at a time
- Ability to work at a computer station 1-2 hours per day
- Ability to work in varying weather conditions (rain and heat)
- Use hands to type, handle, and feel, reach with hands and arms above and below shoulder height
- Talk, see and hear

During a disaster, you and your family's safety is the first priority. As an essential service provider and, at times, a first responder, you are requested to report to work as requested, or, at a minimum, to communicate your inability to report to work to your supervisor. Depending upon the nature of the emergency, regular staffing responsibilities may change.

SHARED AND COLLECTIVE RESPONSIBILITIES

With a goal of creating a cohesive working community, all staff are required to treat one another respectfully and operate with our Core Values as their operating principles. Consider the following:

- Create a safe space to allow and invite truth telling to occur
- Act with honesty, trust and transparency and deliver on my commitments
- Be present for the people who work in front of me today
- Maintain an open mind and be open to different points of view
- Consistently seek to do better and offer my best self
- Practice empathy and understanding with all people
- Learn from failure, mine and others

**POSITION DESCRIPTION ACKNOWLEDGEMENT
FACILITIES MAINTENANCE JANITORIAL COORDINATOR**

I acknowledge that I have received a copy of this job description.

I understand that:

- This job description does not represent an employment contract and that my employment relationship with the REFB is at-will
- This position description is subject to change and other functions may be assigned/reassigned at management's discretion at any time
- I understand that I am expected to adhere to all company policies

It is my responsibility to:

- Read the job description
- Ask questions if I need additional information or clarification regarding items covered in this job
- Work with management should the need for a reasonable accommodation present itself

Employee Name (printed)

Date

Employee Signature

Date