

Janitor/Maintenance

Department: **General Warehouse: Part-Time**

Organization: This position reports to the Shipping Supervisor and Operations Manager.

Accountability: This position is responsible for maintaining a clean and organized facility. Responsible for stocking all bathrooms within the ASA complex, cleaning of all bathrooms, pavilions, and break areas. This position is responsible for shredding of all paper, general maintenance, and cleaning of ASA complex.

Responsibilities: Cleaning/Maintenance:

- Maintains stocking of supplies for all bathrooms in complex as well as break room.
- Maintains cleanliness of pavilion
- Maintains all trash cans, recycle containers and shred boxes in Warehouse and office
- Replenishes beverages in Showroom and Fitness Center
- Keeps walkways/entrances shoveled and salted in winter
- Assist in cleaning of drains in docks
- Communicates with all company personnel in accordance with job function
- Maintains personal discipline
- Performs other functions as required by the Supervisor or Management staff
- General light duty maintenance as needed can include:
 - Trash removal on exterior of building
 - Minor faucet/toilet repairs
 - Light bulb replacement and inventory
 - Furnace filter replacement
 - Maintaining floor sweeper and other equipment used

Qualifications: Education: High School graduate or equivalent (minimum)
 Experience: Preferred

Knowledge / Skills:

- Ability to lift up to 40 lbs.
- Use and request repair or replacements of cleaning equipment
- Assist in the cleaning and maintenance of the floor scrubber
- Must have ability to follow directions.

LAST REVISED DATE: 05/03/2021
ISSUED BY: Joe Caban

Daily Tasks (all as needed unless noted otherwise):

- Maintain restroom facilities
 - Stock with supplies, empty trash, replace light bulbs
- Shred all applicable paper within complex
- Empty trash bins as needed within complex, this includes bathroom facilities and warehouse trash cans
- Stock showroom, executive offices, and fitness center with water/beverages
- Replace light bulbs as needed within complex
 - Bathroom, office, showroom, fitness center, warehouse
 - If parts are needed (ballasts/fixtures), communicate needs with Operations Manager
- Vacuum office carpet
- Maintain stock of breakroom supplies with plates, napkins, silverware
- Clean breakroom 1-2 times daily or as needed
 - Wipe down tables, countertops, microwaves, and fridge
 - Empty trash
 - Wipe down windows and sills
 - Mop floors
- Sweep warehouse debris and operate Factory Cat weekly
- Mop Lobby floor daily
- Wipe down Warehouse rails and stair railings
- Remove trash and debris from exterior buildings
- Clear and salt entrances and walkways
- Remove debris from loading docks
- HVAC furnace filter replacements monthly