



FUNCTIONAL JOB DESCRIPTION

JOB TITLE: Facilities Keeper

DEPARTMENT: Operations

REPORTS TO: VP of Finance

STATUS: Non-Exempt

JOB OBJECTIVE: Is capable of performing all routine groundskeeping duties, along with a variety of light maintenance tasks as requested.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following. Other duties may be assigned.

- Sweeps, mops, scrubs, and vacuums floors, using cleaning solutions, tools and equipment.
- Gathers and empties trash.
- Wash windows, clean restrooms, lunchrooms and offices.
- Cleans or polishes walls, ceilings, windows, plant equipment and building fixtures, using steam cleaning equipment, scrapers, brooms and a variety of hand and power tools as required.
- Applies waxes or sealers to wood or concrete floors.
- Notifies management personnel concerning need for major repairs or additions to building operating systems.
- Sprays insecticides and fumigants to prevent insect and rodent infestations.
- Mixes water and detergents or acids in suitable containers to prepare cleaning solutions, according to specifications.
- Services and repairs cleaning and maintenance equipment and machinery and performs minor routine painting, plumbing, and related activities.
- Sets up, arranges, and removes decorations, tables, chairs, ladders, and scaffolding, for events such as banquets, meetings, and social functions.
- Monitors inventory and requisitions supplies and equipment used in cleaning and maintenance duties.
- Dusts furniture, walls, machines, and equipment.
- Maintains plants and shrubs.
- Run snow removal equipment; walk-behind snow blower.
- Able to recognize and perform duties without supervision present.
- Distributes and collects mail by driving vehicle.
- Drives vehicle to pick up parts for production at retail facilities and delivers to building destination.

EDUCATION (OR EQUIVALENT EXPERIENCE): High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

LICENSES OR CERTIFICATIONS: Forklift training certificate or the ability to receive it. Must possess a valid state driver's license and good driving record.

SKILLS/KNOWLEDGE/ABILITIES REQUIRED:

- Tools, materials, methods and practices used in groundskeeping.
- Operation of power and manual tools safely and efficiently.
- Operation of light equipment and perform manual labor.
- Ability to climb a ladder and work from scaffolding.

- Knowledge of occupational safety policies and procedures.
- Ability to communicate effectively, both verbally and in writing.
- Ability to follow written and verbal instructions.
- Must be highly motivated and able to work independently.

PHYSICAL DEMANDS:

- Day shift is 8 hours
- Stand-continuously (7-8 hours)
- Walk-occasionally (7-8 hours)
- Sit-30 minutes (driving to other facilities)
- Lift to/from floor-25 lbs. rarely (flat of coffee), 18 lbs. occasionally (supplies), 15 lbs. occasionally (trash bags from 31” to 4 feet into dumpster)
- Lift overhead-5 lbs. rarely (putting away supplies)
- Lift waist level-20 lbs. occasionally (vacuum cleaner, weed whip), 5 lbs. frequently (cleaning supplies, mopping)
- One hand carry-40 lbs. rarely (5 gallon floor cleaner bucket)
- Push/pull-10 lbs. occasionally (cleaning cart, water bucket)
- Elevated work-frequently (washing inside of windows, cleaning lights and vents)
- Bend-frequently (cleaning with weight using a weed whip)
- Squat-frequently (cleaning)
- Kneel-frequently (cleaning)
- Stair climb-rarely
- Ladder climb- rarely (to reach vents, lights to clean)
- Balance-rarely (on ladder, working around equipment)
- Manual dexterity-frequently (cleaning)
- Firm grasp-frequently (handling vacuum, shovel, weed whip, mop, garbage bags)
- Foot pedal operation-rarely (driving)

KEY:

Rarely	1-5% of day
Occasionally	6-33% of day
Frequently	34-66% of day
Continuously	67-100% of day

ENVIRONMENTAL EXPOSURE:

- May be inside 90% of day, outside 10% of day to perform shoveling, weed whipping, trimming shrubs, driving
- High elevations-slight (ladder)
- Moving objects-moderate (working around machines in the shop area)
- Noise level-moderate (in the shop, using vacuum, scrubber, weed whip, shrub trimmer)
- Slippery surface-moderate (outside on the snow and ice, in the shop with sand/dirt on floor)
- Vibration-moderate (floor scrubber)
- Air pollution-moderate (dust, chemicals)

VISION AND HEARING REQUIRED:

- Near and far vision and depth perception-significant
- Hearing sensitivity-minimal
- Color discrimination-minimal

PROTECTIVE EQUIPMENT: Eye protection, safety shoes, protective clothing, as needed hearing protection.

EQUIPMENT USED TO PERFORM JOB: Cleaning cart, water bucket and mop, steamer, floor scrubber, tables/chairs, coffee pot, broom/dust pan, vacuum cleaner, shovel, weed whip, shrub trimmer, paint brush.

QUALIFICATIONS: Should have some custodial training or work experience. Be familiar with use of various cleaning equipment and hand tools.

*Each employee should be aware that changes in this job description could occur at any time. Also this job description is not to be considered or construed to be a contract of employment.

APPROVAL DATE

Employee Signature

Date

Supervisor

Date