



*Our Mission: To end hunger and to leverage the power of food to build a healthier community.
Our Vision: A healthy, hunger-free community.*

Revised: March 2017
Title: Custodian
Department: Operations
Reports to: Safety & Facilities Manager
Status: Hourly, Non-Exempt, Full-Time

General Description

Under the supervision of the Safety & Facilities Manager (SFM), the Custodians primary responsibility is to perform routine cleaning in order to maintain the cleanliness of Foodlink facilities and grounds at all times. In addition to the routine cleaning schedule the Custodian will be expected to assist with emergency/unexpected cleaning needs as well as facility maintenance on an as needed basis.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Keeps the facility clean by following routine cleaning schedule as directed by the SFM. These duties include but are not limited to:
 - Cleaning, disinfecting, and stocking all facility restrooms on a daily basis
 - Disposing of trash and recyclables, disinfecting garbage cans, and changing bags from the office areas and break rooms on a daily basis
 - Wiping down tables and countertops in the staff break room and conference rooms on a daily basis
 - Cleaning, dusting and wiping furniture light fixtures, window sills, etc.;
 - Sweeping, moping and vacuuming floors on a daily basis
 - Washing accessible interior and exterior windows. Cleaning blinds and laundering the cleaning rags and dust mops after each use.
 - Performs other cleaning duties as specified in the cleaning schedule
- Reports the following to the SFM in a timely fashion:
 - Presence of animals, vermin or insects.
 - Need for cleaning supplies and equipment
 - Needs for facility or equipment repairs
 - Water leaks, and other maintenance needs.
 - a. All other health and safety hazards noticed.
- Maintains sanitation records as per the requirements of Foodlink, AIB and Feeding America
- Ensures a safe working environment by operating equipment and using cleaning chemicals and supplies as directed.
- Ensures that the facility is welcoming by removing debris from the sidewalks, building entrances and volunteer entrances as needed.
- Moves and stores furniture, equipment, supplies and tools as requested
- Assists with the set up of facilities for meetings, conferences and events as requested
- Assist with day-to-day facility maintenance as needed including facility repairs
- Assists with grounds maintenance: snow removal, landscaping and lawn care for the facility as needed.
- Completes all other job duties as assigned

Minimum Qualifications

- Minimum of one year of custodial experience; OR equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.
- Working knowledge of cleaning materials and equipment
- Ability to work independently with minimum supervision.
- Ability to stand and walk for long periods of time
- Ability to communicate effectively in writing and orally
- Ability to prioritize and organize work schedule and time.
- Ability to work cooperatively and interact positively with staff, volunteers and community members
- Working knowledge and experience with facilities maintenance
- Knowledge of or experience working in a warehouse environment and/or commercial kitchen a plus
- Commitment to adhering to safety regulations and ensuring a safe work environment

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is required to use hands to handle or feel items such as documents, tools and equipment. The team member is required to stand and walk for long periods of time and to reach with hands and arms for the majority of their shift. . Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. Must be capable of standing and walking for long periods of time

The job requires repetitive movements like bending, crouching, kneeling, lifting and carrying materials and equipment weighing up to 60 pounds.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the fast-paced work environment is usually moderate.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees in this job will follow other instructions and perform other related duties as required.

The Foodlink Way

- ✧ Passion and commitment to our mission ✧ Going above and beyond what is required
- ✧ Seeing our roles as more than just a job ✧ Proactively seeking improvements ✧ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.

