



Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

Our Values

Our core values define who we are and how we work with our communities. Foodlink & our team members have:

Compassion - treat all with dignity & respect; build kinship with those we serve

Innovation - say yes; avoid complacency risk failure in the pursuit of ending hunger

Collaboration - build a shared vision, create synergies, maximize resources

Agility - respond urgently to the ever-changing needs of our community

Stewardship - maximize the impact of every dollar, donation and asset

Job Title: Custodial Team Lead

Reports to: Safety & Compliance Senior Manager

Status: Full Time, Hourly, Non-Exempt

Shift: 11:30 am – 8:00 pm

SUMMARY

The Custodial Team Lead (CTL) will divide time between leading the custodial staff as well as performing all custodial cleaning activities at Foodlink, including but not limited to offices, food processing rooms and distribution center. With support from the Safety & Compliance Senior Manager (SCSM), the CTL will be responsible for completing cleaning checklists and deep cleaning schedules to assure all areas of Foodlink meet food safety and sanitation requirements.

KEY RESPONSIBILITIES

CUSTODIAL

- Responsible to maintain sanitation and cleanliness of the Foodlink facility.
- Perform heavy cleaning duties, such as: cleaning floors, bathrooms, offices and removing rubbish.
- Maintain facility in a sanitary condition through washing, cleaning and replacement of equipment and furnishings.
- Clean and sanitize restrooms as well as refilling restroom dispensers on a daily basis. Must clean up human waste and other body fluids, as required.
- Responsible for disposal of trash, waste, and other disposable materials on a daily basis.
- Clean, dust and wipe furniture, light fixtures, window sills, etc.; sweep, mop, or vacuum floors.
- Assist with the set-up of facilities for meetings, conferences and events.
- Follow instructions regarding the use of chemicals and supplies. Use as directed.

- Perform cleaning and related activities such as removing debris from the sidewalk, front entrance and volunteer entrance.
- Move furniture, equipment, supplies and tools on an incidental basis.
- Maintain inventory records and requisition supplies and equipment needed for cleaning maintenance.
- Following daily, weekly, monthly and bi-annual sanitation schedules to ensure the cleanest environment possible for our clients and staff.

TEAM LEAD

- Adhere to and train against the sanitation SOPs.
- Provide training, motivation, and direction to the custodial team. Assuring their jobs are completed to the highest standard achievable.
- Take initiative and act independently to ensure needs of staff and clients are met while working within guidelines established by the SCSM.
- Lead by example and communicates safety standards and practices to the team.
- Complete closing checklist nightly to ensure the building is secured at the end of each shift.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving:** Identifies and resolves problems in a timely manner and develops alternate solutions.
- **Teamwork and Communication:** Balances team and individual responsibilities. Responds promptly to internal team needs and commitments.
- **Quality:** Demonstrates accuracy and thoroughness, looking for opportunities to improve and promote quality.
- **Self-direction:** Able to work independently, but also able to seek assistance and direction on complex issues.
- **Customer Service:** Must be able and willing to deliver excellence customer service to all customers, volunteers, ambassadors, and community partners.

QUALIFICATIONS

Minimum of two years of custodial experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills, and abilities have been achieved.

- Ability to work independently with minimum supervision.
- Ability to organize work, time, and self, attention to detail, accuracy, and meeting of deadlines.
- Ability to work cooperatively with other staff and volunteers.
- Capable of following directions and communicate effectively.
- Have essential physical and mental capabilities in the following: Interpersonal skills, attention to detail, follow directions, comprehension, organizing and innovation.
- Industrial cleaning and sanitation experience strongly preferred.
- Working knowledge of cleaning materials and equipment.
- Ability to stand and walk for long periods of time.
- Comfort using scissor lift and other equipment for hard to reach cleaning and projects.
- Ability to prioritize tasks and work efficiently.
- Knowledge of or experience working in a warehouse environment and/or food processing plant a plus.
- Commitment to adhering to safety regulations and ensuring a safe work environment.
- Fluency in English required. Knowledge of Spanish helpful.
- Supervisory experience preferred.

We are actively seeing a diverse pool of candidates for this position and strongly encourage applications from candidates of color.

SALARY AND BENEFITS

This is a full time, year-round position, paid on an hourly basis. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

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 frequently required to use hands to handle or feel items such as documents. The team member is required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. This position regularly requires the individual to lift objects weighing up to 50lbs.

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

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.