



## **Job Description: Janitor**

**POSITION/TITLE:** 2<sup>nd</sup> Shift Janitor

**DEPARTMENT:** Sanitation

**REPORTS TO:** Director of Quality Assurance.

**APPOINTED ALTERNATE:** 1<sup>st</sup> Shift Janitor, Sanitation Technician.

### **POSITION SUMMARY:**

The janitor is a member of our sanitation department whose duties are to clean and perform daily housekeeping throughout the plant and to meet Quality Control and hygiene standards delineated within Hospitality Mints Food Safety and Quality Management system. Janitors are required to completely clean and sanitize specific areas of the plant, including restrooms, breakrooms and washrooms, quickly and efficiently during the plant's normal production shifts. The janitor will also be required to perform container washing duties, maintain outside grounds specifically around the dumpster and gather production waste throughout the day. Janitors must be familiar with the proper use of all chemicals required to perform daily housekeeping duties. Janitor's should also be trained in Blood Borne Pathogen cleaning methodologies and act as the primary individual for cleaning after incidents that invoke the use of the Blood Borne Pathogen procedures. The janitor must be able to work on a team along with other members of the sanitation department, operations, and maintenance, under stressful conditions, and be flexible and willing to perform varying tasks per the supervisor's instructions and in accordance with all safety guidelines mandated by the employer.

### **RESPONSIBILITIES/DUTIES:**

- Clean and sanitize all restrooms, breakrooms, office kitchen and washroom
- Stock restroom and cleaning supplies
- Assist in monthly inventory
- Perform basic janitorial duties in the office area
- Clean and maintain refrigerators, microwaves and toasters
- Complete all sanitation documentation.
- Perform storage and control of hand-ware (gloves)
- Weigh and record production waste
- Wash and maintain buckets and containers
- Assist or perform weekly cleaning and sanitization of Initiating, Curing and Bulk rooms.
- Assist in the organization and cleaning of warehouse areas
- Perform seasonal grounds duties including snow removal, salting walkways, leaf and trash removal

### **EDUCATION/EXPERIENCE:**

- High School diploma/GED

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Revision 2: February 20, 2017

Owned by: Director of Human Resources.

Authorized By: Director of Quality Assurance



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### **QUALIFICATIONS/OTHER REQUIREMENTS:**

- Previous experience performing janitorial work not required but preferred.
- Ability to work independently and efficiently.
- Attention to detail.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS:**

- The janitor is required to work in an environment that is wet, very humid, and undergoes extreme temperature changes, from very hot to room temperature
- Dirt and dust
- Noise
- Lift up to 50 lbs. throughout the day
- Standing or walking through the entire day
- Bending and stooping
- Pushing and pulling pallet jacks.