



## Job Description

JOB TITLE: Custodial Associate

REPORTS TO: VP of Operations

STATUS: Full-Time

HOURS: TBD

SUPERVISORY ROLE: No

NO. OF DIRECT REPORTS: 0

TRAVEL REQUIRED: 0-5%

### PRIMARY FUNCTION:

Responsible for performing assigned tasks necessary to maintain the facilities and grounds. This includes general cleaning of offices, warehouse, restrooms, and grounds.

### PRINCIPAL DUTIES & RESPONSIBILITIES:

Warehouse/Offices/Grounds

- Perform custodial tasks based on scope of work and locations to support the upkeep of the facilities:
  - Sweeping and mopping floors
  - Vacuuming carpets
  - Washing, sanitizing & stocking restrooms
- Perform light grounds work to maintain outer premises
- Assist with PEST Control preventions and upkeep
- Work with warehouse staff to organize and maintain the warehouse to ensure maximum cleanliness and efficiency of space are prepared for next day activities
- Perform all tasks within proper safety guidelines, company guidelines, and as directed by management
- Other duties and projects as assigned

### WORK ENVIRONMENT

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

- Repetitive motion involved on a daily basis may include, but not limited to, bending, twisting, pushing, pulling, reaching, climbing, and squatting
- Ability to stand, walk, sit, use hands to finger, or feel objects, tools, or controls, reach with hands and arms, climb stairs, balance, stoop or kneel, crouch or crawl, talk or hear, and taste or smell
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus
- Occasionally lift or move up to 50 pounds
- The noise level in the work environment is moderate to severe.
- Working condition may vary between controlled temperatures in an office-environment and non-regulated temperatures in the warehouse
- While performing duties of this job, the employee may be exposed to wet or humid conditions, extreme cold or heat, and general outside weather conditions.

QUALIFICATIONS:

Competencies, Education and Experience:

- Effective communication skills
- Proficient in English; verbal and written
- Basic math skills
- Ability to work in a complex environment with minimal supervision

EXPECTED HOURS TO WORK:

This role is considered full-time working approximately 40 hours per week and is eligible for overtime for any hours worked over 40 in a workweek.