

R.C. Bigelow, Inc.
Job Description

Job Title:	Custodian/Sanitarian
FLSA:	Non-Exempt/Hourly
Department:	Maintenance
Location:	CT
Reports to:	Facility Supervisor/Shift Supervisor (CT); Building Maintenance Supervisor (KY & ID)
Date Prepared:	April 30, 2014

SUMMARY:

To maintain the proper housekeeping of assigned areas to provide minor general maintenance in the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following.

- Perform housekeeping duties throughout facility, including:
 - a. Vacuuming
 - b. Dusting
 - c. Supply replenishment
 - d. Cleaning bathrooms & cafeteria including dishes
 - e. Sweeping
 - f. Rubbish removal

- Minor General Maintenance:
 - g. Paint offices, warehouses and hallways using water base and oil base paint
 - h. Filter replacement and cleaning
 - i. Ceiling Tile cleaning and replacement as necessary

- Grounds Care
 - a. Litter pick-up
 - b. Minor snow/ice removal
 - c. Minor painting
 - d. Grounds maintenance

- Back-up Maintenance Work

- General Maintenance
 - e. Filter replacement and cleaning
 - f. Ceiling and floor tile, replacement and repair
 - g. Light-Bulb Replacement
 - h. Plumbing
 - i. Carpentry
 - j. Electrical work
 - k. Wall repairs/spackle, sand and paint

- Follow R.C. Bigelow's Good Manufacturing Practices (GMP's)
- Comply with RC Bigelow Safety and Health Rules
- Perform other duties as assigned or needed.

Additional

- (CT) Operate compactor & Baler
- (CT) Change fluorescent lamps
- (CT) Operate electric floor scrubber

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

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

LANGUAGE SKILLS:

Strong verbal and written communication skills to effectively relate necessary information to applicable personnel. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS:

Ability to add, subtracts, multiply and divides in all units of measure.

REASONING ABILITY:

Ability to apply common sense understanding to carry out simple instructions furnished in written, oral or diagram form. Ability to deal with problems involving standardized situations with only occasional variables.

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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 50lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIROMENT:

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.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to high, precarious places and outside weather conditions. The noise level in the work environment is usually moderate to loud.

Work environment may be dusty, hot, air conditioned and/or smell of various tea aromas. The employee must be able to wear, P.P.E., a respirator to protect him/her from excessive tea dust. The employee must also be comfortable wearing various types of safety equipment such as hearing protection, eye protection, coveralls, gloves, use power tools and hand tools such as drills, saws, etc. as necessary and indicated by R.C. Bigelow's Safety Rules and those of OSHA.

Send resumes to: hr.recruit@rcbigelow.com