

Enviro Tech Chemical Services, Inc.
Job Description



Job Title: Janitorial		Back-up: SQF Tech I/II
Work Location: Helena, AR		
Department: Quality Assurance		
Reports to: SQF Practitioner		
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Exempt <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Nonexempt		Revision Date: 3/1/2019 HR Contact: Facility HR Representative

Essential Duties and Responsibilities:

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include performing routine maintenance on toilets, sinks and any other accompanying appliances. This would include notifying management of need for repairs. During winter months duties could include cleaning snow or ice from sidewalks.

- Clean building floors by sweeping, mopping, scrubbing, and/or vacuuming them.
- Clean bathrooms and toilets throughout the entirety of the facility.
- Responsible for the Sanitation checklists, which includes daily, weekly, monthly, quarterly, and annual cleaning items/entries for the food contact facility.
- This position inspects, promotes, and maintains adherence to food safety cleanliness in the handling of product, ingredients and finished goods using proper work procedures and compliance with Food Safety and Quality Standards as defined by the FDA, SQF, HACCP and GMP Programs.
- Gather and empty trash in all departments.
- Service, clean, and supply all restrooms in facility with paper products and cleaners.
- Follow procedures for the use of chemical cleaner's and power equipment, in order to prevent damage to floors and fixtures.
- Notify managers concerning the need for major repairs.
- Remove snow form sidewalks, driveways, and parking areas using snow shovels and spread snow melting chemicals if needed.
- Work with the purchasing agent on supplies and equipment needed for cleaning and maintenance duties.
- Set up, arrange, and remove decorations, tables, chairs and ladders to prepare facilities for events such as banquets and meetings.
- Clean and polish furniture and fixtures.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges and squeegees.
- Dust furniture, walls, machines, and equipment.
- Steam-clean or shampoo carpets.
- Strip, seal finish, and polish floors when needed.
- Perform other job-related duties as required.

Education and/or Work Experience Requirements:

- High School Diploma or GED required.
- Verbal and written communication skills, including ability to effectively communicate with internal team members and external vendors or customers via email, telephone, 2-way radio, or handwriting.
- Computer proficiency (MS Windows and Office)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices

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- Acceptable organizational and time management skills.

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel.
- The employee is frequently required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- The employee is often called upon to sit; including sit and operate functionally a motor driven piece of equipment
- Regularly lift and / or move objects 25-55 lbs.
- Occasionally may need to team lift objects up to 110 lbs.
- Must be able to talk, listen clearly on telephone.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Employee is exposed to outside weather conditions, which include extreme hot and cold weather, humidity and rain, and wind.
- Enviro Tech Chemical Services, Inc. is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. Enviro Tech Chemical Services, Inc. is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. Consistent with the Americans with Disabilities Act (ADA) To request reasonable accommodation, contact Director, Human Resources ph. (209) 232.2216, email scoen@envirotech.com.

Print Employee Name:

Employee signature:

Date:

Manager Signature:

Date:

Human Resources Signature:

Date: