



Position:	Facility Attendant	Department:	Operations
Classification:	Hourly/Non-Exempt	Reports To:	Warehouse Manager
Date Created:	12/10/12	Last Revised:	10/14/13

Job Overview:

The Facility Attendant, under the direction of the Warehouse Manager, is responsible for performing comprehensive maintenance duties and a variety of daily janitorial services.

Essential Functions:

1. Responsible for the cleanliness and general maintenance of the facility, inside and out, as per an established cleaning schedule.
2. Assists Maintenance Mechanic with corrective, preventative, and emergency maintenance needs.
3. Performs regular warehouse floor maintenance; sweeps and mops, operates powered floor scrubber, etc.
4. Empties and cleans all waste and recycling containers and disposes of contents in the designated area.
5. Performs regularly scheduled preventative maintenance (PM) tasks to ensure all equipment is in proper operating order.
6. Identifies and reports building and equipment repair needs.
7. Participates in the completion of building repairs and special projects.
8. Observes all safety, product handling and security guidelines, and participates in the daily stretching program.
9. Follows documented Food Safety/HACCP standard operating procedures.
10. Ensures all checklists and required records are completed in a timely fashion.
11. Keeps all storage areas for maintenance equipment, supplies, tools, etc. in a dirt free, tidy and organized condition.
12. Assists in cleaning “each” bins, plastic pallets and warehouse floors, walls and doors.
13. Assists with the setup and cleaning after food cuttings and special events.

Additional Responsibilities:

1. Addresses immediate cleaning issues (spills, safety concerns, etc.).
2. Maintains inventory of maintenance, operational and janitorial supplies.
3. Performs Warehouse Associate tasks when requested or required.
4. Performs cosmetic facility repairs including painting, wall/floor repairs, etc.
5. Applies sealants to concrete floors.
6. Shovels snow from sidewalks and spreads salt on necessary surfaces.
7. Assists in cleaning the exterior of the facility and grounds.
8. Supports the Facility Custodian in the performance of all cleaning and janitorial duties.
9. Satisfactorily completes ongoing training requirements.
10. Performs other duties as required or assigned.

Knowledge, Skills, and Abilities:

1. Ability to use sound judgment and maturity when dealing with unexpected issues.
2. Ability to follow written and verbal instructions.
3. OSHA certified to operate all pieces of warehouse rolling stock.
4. Basic computer knowledge highly desirable.
5. Ability to understand and comprehend utility and system drawings.
6. Possesses a customer service, team-oriented attitude.
7. Ability to operate all necessary cleaning equipment.
8. Good organizational abilities, follow-up skills, and attention to details both in their work and when communicating with the team.
9. Ability to address the concerns and maintenance needs of our team in a friendly and professional manner.
10. Strong English language aptitude, including the ability to communicate effectively verbally and in writing.
11. Ability to work independently with minimal supervision.
12. Ability to multi-task.
13. Punctual and dependable.
14. Courteous and tactful.

Education/Experience (Minimum Qualifications):

1. Possession of a high school diploma or Graduation Equivalency Degree (GED).

AND

2. At least one (1) year experience in maintenance and janitorial or cleaning services.

Licenses/Certifications/Special Requirements:

1. Must take and pass a pre-employment drug test.
2. Subject to random and reasonable suspicion drug testing.
3. Subject to a pre-employment background check.
4. Experience in using a Computerized Maintenance Management System (CMMS) preferred.
5. Trained in and operate according to the documented lock out - tag out program.
6. Must wear approved, steel-toe, slip resistant, work boots or shoes.

Physical Requirements:

Requirement	8 Hour Schedule	10 Hour Schedule	As % of Time
Limited	0 – 1 hour	0 – 1 hour	Less than 1%
Occasionally	1 – 2 hours	1 – 2.5 hours	Equals 1% to 25%
Frequently	3 – 4 hours	2.6 – 5 hours	Equals 26% to 50%
Repeatedly	5 – 6 hours	5.1 – 7.5 hours	Equals 51% to 75%
Continuously	7+ hours	7.6 + hours	Equals 76% to 100%

Activity	Duration
<i>Sustained Postures</i>	
Sit:	<i>Limited</i>
Stand:	<i>Continuously</i>
Walk:	<i>Continuously</i>
<i>Intermittent Activity</i>	
Bend:	<i>Continuously</i>
Kneel/Squat:	<i>Repeatedly</i>
Climb Stairs:	<i>Frequently</i>
Crawling:	<i>Limited</i>
Overhead Reach:	<i>Frequently</i>
Typing/Keyboard	<i>Limited</i>
Vehicle Operation:	<i>Repeatedly</i>
PPE/Special Clothing:	<i>Continuously</i>

Activity	Duration
<i>Repetitive Use of Hands/Wrists</i>	
Grasp:	<i>Repeatedly</i>
Push/Pull:	<i>Continuously</i>
Fine Manipulation:	<i>Continuously</i>
<i>Material Handling</i> <i>lbs.</i>	
Lift:	<i>0 – 80 lbs. Repeatedly</i>
Carry:	<i>0 – 80 lbs. Repeatedly</i>
Push:	<i>0 – 80 lbs. Repeatedly</i>
Pull:	<i>0 – 80 lbs. Repeatedly</i>
<i>Miscellaneous</i>	
Exposure to Heights:	<i>Frequently</i>
Exposure to Packaged Chemicals:	<i>Repeatedly</i>
Exposure to Temperature Contrasts:	<i>Frequently</i>