

Job Title: **FACILITIES CUSTODIAN**

Reports to: Production Manager

Indirectly Reports to: None

Direct Reports: None

Indirect Reports: None

Classification: hourly

Summary/Objective: The Facilities Custodian is accountable for performing a variety of cleaning, sanitizing and maintenance tasks to keep the facility upkept inside and out.

Main Responsibilities:

- Clean, sanitize (as applicable) and ensure presentability of all areas of the facility including public areas, offices, bathrooms, cafeterias, and manufacturing areas
- Perform general clean-up of all interior and exterior areas of the building including sweeping (manual and powered), shoveling, garbage and debris disposal, lawn maintenance, landscaping, and snow removal
- Perform preventative maintenance and handle basic repairs applying general maintenance fixes to equipment, operating systems and building components to ensure functionality and tidiness including:
 - general plumbing
 - light carpentry
 - minor electrical repairs or installations
 - painting
 - drywall repair
 - general servicing of machines and equipment
- Develop, maintain and follow cleaning and general maintenance schedules including:
 - frequent cleaning and sanitization of high touch points
 - frequent cleaning, sanitization and supply of eating areas
 - frequent cleaning, sanitization and supply of bathroom facilities
 - daily removal of garbage and recycling
 - monitoring of safety sensitive paths of travel
 - eyewash station maintenance – daily cleaning, solution changes
 - monitoring of drainage internal and external to the building
 - boiler checks, air filter changes, emptying water buckets
- Ensure all areas are equipped with adequate resources (ie. Paper products in bathrooms, sand at exterior doors)
- Monitor inventory of cleaning and maintenance supplies and request ordering as required to avoid shortfalls

- Ensure compliance with health and safety rules, regulations and procedures for the safe and effective handling and use of all hazardous materials and cleaning supplies
- Perform minor repairs as required and notify appropriate leadership members of major repair requirements
- Manage pest control activities
- Assist in various manufacturing areas as needed
- Complete non-routine cleaning and special projects according to specific job orders
- Ensure and constantly improve the safety, morale, quality and profitability of our operations through the ongoing implementation of effective methods and strategies
- Create, monitor and maintain a well kept, organized and safe work environment while promoting and enforcing adherence to safety guidelines, policies, programs, laws, regulations and protocols
- Communicate and uphold company policies and procedures
- Maintain a high level of confidentiality at all times

Competencies:

- Safety focused
- Organized with attention to detail
- Excellent time-management and multi-tasking skills
- Proactive approach with demonstrated initiative and ability to be flexible
- Ability to resolve issues quickly
- Ability to take direction and work independently with minimal supervision
- Enthusiasm and willingness to learn

Requirements (education/certifications/licences/passport/clean drivers abstract):

- Experience performing routine maintenance
- Previous experience in a janitorial/maintenance role is an asset
- Ability to read and understand specifications, instructions, directives and safety precautions
- Familiarity with WHMIS and associated safety standards
- Demonstrated safe use of hand and power tools

Working Conditions: All applicable areas within the millwork facility; outside

Travel Requirements: Travel is not associated with this position

Disclaimer: The duties and responsibilities described are not a comprehensive list. Additional tasks may be assigned from time to time or the scope of the job may change as necessitated by business needs.

Review Date: March 15, 2021