

**Job Title: JANITOR**

**Reports to:** Production Manager

**Indirectly Reports to:** None

**Direct Reports:** None

**Indirect Reports:** None

**Classification:** hourly

**Summary/Objective:** The Janitor is accountable for performing a variety of cleaning, sanitizing and minor maintenance tasks to keep the facility upkept.

**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, shoveling, lawn maintenance, garbage and debris disposal
- 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 with minimal supervision
- Enthusiasm and willingness to learn

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

- Previous experience in a janitorial role is an asset
- Ability to read and understand directives and safety precautions on products
- 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 3, 2021