



JOB DESCRIPTION

Job Title: **Custodial**
Reports to: Plant Manager

Rev Date: 06/2018
Area: Main Plant
Prepared by: K Basehore

A. General Activity: Summarize briefly the position's primary duties and responsibilities.

The Custodial position takes direction from the Lead Operator, or designee, on shift to shift basis, with general oversight of the Production Manager. Generally, the custodial position performs housekeeping duties for the Main Plant.

B. Essential Functions: List the essential functions of the position in order of importance and the percentage of time you spend on each function.

Safety

- Wear eye protection at all times
- Wear steel toe shoes at all times
- Perform job functions in a safe manner

Production

- Maintain current training and functionality on all Salt Operator duties
- Clean the break room
- Clean the plant bathrooms
- Empty all trash cans
- Pour back salt, as needed
- Wash plant floors, windows, walkways, and special projects as needed
- Maintain required stock of essential paper products and cleaning supplies.
- Will be required to use floor cleaning equipment and work with cleaning solvents
- Other tasks, as defined by the Lead Operator, or designee

C. Special Knowledge, Skills and Training: List the special knowledge, skills, and training, (supervisor, written/verbal communication, spreadsheet/computer, negotiation, and certification) required to perform the job.

- Basic understanding of cGMP and cGDP requirements
- Forklift certification
- Ability to lift 55-pound bags of salt
- Ability to climb ladders, and work at on an elevated platform
- Ability to stand/walk for the majority of the shift
- Maintain requirements for blood borne pathogen training and chemical safety compliance
- Ability to use specialized mechanical cleaning equipment or lifts.
- Ability to work in hot, summer environments, and cold, winter environments
- Ability to work around steam, hot liquids, and acidic liquids safely

D. Education (minimum requirements/equivalent):

- High school diploma or GED, previous industrial hygiene or commercial cleaning experience helpful.

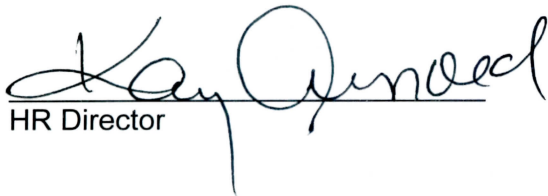
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E. Organization: Chart the organization in which this position is located. Fill in the position's title, title of the immediate supervisor, title of the next higher level of management above the supervisor, peer positions, and titles of persons reporting to the position described (subordinate positions).

Next Level:	VP Operations
Next Level:	Production Manager
Incumbent:	Custodial

Human Resources use only:


HR Director

Date: 7/12/18