

**Rhodes International, Inc.**  
**Job Description**

**Job Title:** WI Janitorial Staff  
**Department:** Quality  
**Reports To:** Quality Assurance Supervisor  
**FLSA Status:** Non-Exempt  
**Prepared By:** Katie Seamons, Lori Maddock, & Larry Bartruff  
**Prepared Date:** 05/07/2012  
**Approved By:** Erik Lehnardt  
**Approved Date:** **June 22, 2012**

**Summary**

Keeps the main offices, Supervisor's offices, all restrooms, lunchrooms and/or break rooms including those located in the maintenance shop and warehouse, and all other non-production general areas in the Wisconsin Facility in clean and orderly condition. Performs daily cleaning duties, such as washing dishes, cleaning tables, sweeping and mopping floors, servicing restrooms, and removing trash. Performs occasional deep cleaning assignments such as scrubbing floors, shampooing rugs, and washing walls and glass. Duties may include performing routine maintenance activities, notifying Management of need for repairs, and cleaning debris from parking lot area and sidewalks.

**Essential Duties and Responsibilities**

Essential duties and responsibilities include the following. Other duties may be assigned.

Employee Lunchrooms/Break Rooms Janitorial Duties

- Washes dishes, cleans sinks, and sanitizes counter tops.
- Scrubs stove top and backdrop on sink.
- Cleans microwave and wipes down vending machine.
- Wipes off tables with sanitizing detergent and water.
- Audits lunchroom refrigerators and freezers for any glassware; Dispose of items as necessary.
- Checks lunchroom refrigerators and freezers for outdated or spoiled food; Dispose of items as necessary.

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- Sweeps and mops floors after breaks.

### Rest Room Janitorial Duties

- Cleans and disinfects all fixtures.
- Cleans mirrors and sinks.
- Sweeps and mops floors after breaks.
- Check paper supplies (toilet paper and towels), hand soap, air fresheners, and bowl and urinal disinfectants. Replace as necessary.

### General Janitorial Duties

- Mixes water and detergents or chemicals in containers to prepare cleaning solutions according to specifications; Performs analysis of cleaner strengths; Uses proper PPE per chemical MSDS.
- Follows procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Cleans non-production floors by sweeping, mopping, scrubbing, or vacuuming them.
- Dusts front offices including desks, file cabinets, blinds, windowsills, etc. using dust mittens, cloths, or hand cleaning items.
- Gathers and empties trash from all non-production areas; Replaces liners as needed.
- Cleans and disinfects drinking fountains.
- Cleans doors, walls, fixtures, and windows in entry ways, hallways, lunchroom, front offices, and locker rooms.
- Cleans vents and straightens locker room as necessary.

### **Other Duties**

In addition to the above essential duties other duties may be assigned.

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- Maintains an inventory of cleaning and toiletry supplies; Requests supplies and equipment needed for cleaning and maintenance duties.
- Performs safety checks on any office or lunch room equipment such as electrical appliances; Immediately reports any problems or safety hazards to the Supervisor.
- Performs light maintenance work as necessary.
- Confers with the QA Supervisor to resolve maintenance/sanitation problems and recommends measures to improve operations.
- Assists in production areas as required.
- Cleans grounds and parking lot areas of litter, glass, or other debris as necessary; maintains flower beds; empties outside trash receptacles.
- At the end of the shift, communicates any important notes to Supervisor and relief.
- Is consistently at work and on time and is mindful of work assigned hours. Advises Supervisor if extra time is needed.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) preferred; at least 6 months of janitorial experience preferred.

Language Skills: Ability to speak and understand English in a manner that is sufficient for effective communication with Supervisors and Employees based on the assumption that such individuals can only speak and understand English. Ability to read and comprehend written and oral instructions such as safety materials, detailed instructions, short correspondence, and memos. Ability to write simple correspondence.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, decimals, ratios, and percentages.

Other Skills and Abilities: Knowledge of the standard methods, practices, tools, and equipment used to clean buildings and furniture; Knowledge of occupational hazards and safety rules; Knowledge of the proper use of chemicals.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

#### Intellectual Competencies

- Problem Solving - Identifies and resolves problems in a timely manner.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

#### Interpersonal Competencies

- Interpersonal Skills - Focuses on solving conflict, not blaming; Listens to others without interrupting; Keeps emotions under control.
- Oral Communication - Listens and gets clarification; Responds well to questions.
- Written Communication - Able to read and interpret written information.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed.

#### Organizational Competencies

- Cost Consciousness - Conserves organizational resources.
- Diversity - Shows respect and sensitivity for cultural differences; Respects diversity; Promotes a harassment-free environment.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Upholds

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organizational values.

- Organizational Support - Follows policies and procedures; Supports organization's goals and values.

### Self Management Competencies

- Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- Planning/Organizing – Uses time efficiently.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Completes work in timely manner.
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Dependability - Follows instructions, responds to Management direction; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Generates suggestions for improving work.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an Employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The Employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The Employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus

### **Work Environment**

The work environment characteristics described here are representative of those an Employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The individual should have some tolerance to wheat flour dust since it pervades the entire Facility. The Employee is frequently exposed to toxic or caustic chemicals. The noise level in the work environment is usually moderate.

### **Certification**

Employee Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that this job description is an accurate description of the responsibilities assigned to the position.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.