

Rhodes International, Inc.
Job Description

Job Title: WI Janitorial Staff
Department: Quality and Sanitation
Reports To: Quality Assurance and Sanitation Manager
FLSA Status: Non-Exempt
Revised By: Katie Dockstader and Theresa Dew
Prepared Date: 05/07/2012; **Revised:** 6/23/2020
Approved By: Erik Lehnardt
Approved Date: **October 19, 2021**

Summary

The WI Janitorial staff 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 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.

Key Performance Indicators

An Employee in this position will know that they are performing their job well when they accomplish these objectives.

- Maintains good housekeeping through the facility by vigilantly cleaning the common areas of the plant.
- Establish proficiency in the essential duties and responsibilities as defined below.
- Strives to have an outward mindset and recognizes needs and offers support to the Rhodes team.

Essential Duties and Responsibilities

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

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Employee Lunchrooms/Break Rooms Janitorial Duties

- Cleans and sanitizes high touch surfaces such as vending machines, countertops, tables, doorknobs, light switches, handles, time clocks, etc.
- Washes dishes and cleans sinks, stove top, and backdrop on sink.
- Cleans microwave.
- Daily prepares the fruit and vegetable trays.
- Audits lunchroom refrigerators and freezers for any glassware; Disposes of items as necessary.
- Checks lunchroom refrigerators and freezers for outdated or spoiled food; Disposes of items as necessary.
- Sweeps and mops floors after breaks.

Rest Room Janitorial Duties

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

General Janitorial Duties

- Maintains the organization of the janitorial closet and chemical room.
- Follows procedures for the use of chemical cleaners.
- Treat Drains with designated chemicals.
- Test Multiquat stations to ensure chemical mix is 200-400 ppm.
- Cleans non-production floors by sweeping, mopping, scrubbing, or vacuuming them.

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- Cleans offices (maintenance, receiving, leads, etc.) per shift as noted on the Janitor data sheets in Red Zone.
- Gathers and empties trash from all designated production / non-production areas; Replaces liners as needed.
- Cleans and disinfects drinking fountains each shift.
- Cleans doors, walls, fixtures, and windows in entry ways, hallways, lunchroom, front offices, and locker rooms.
- Cleans vents and straightens locker room as necessary.
- At the end of the shift, communicates any important notes to Team Lead and relief. Writes any necessary notes in the Red Zone log.
- Is consistently on time and at work onsite at the Rhodes production facility (unless other arrangements, such as approved offsite job training, etc. are made); is mindful of work assigned hours. Advises Team Lead if extra time is needed; is attentive to duties while at work.
- Required to work overtime when requested to do so. Overtime may be required to cover for other employees absent from work, etc. Advanced notice will be provided when possible. The Company cannot guarantee that any overtime will be available.

Inventory & Stocking Duties

- Reviews inventory of chemical, safety, and PPE gear; re-orders as necessary according to Quality and Sanitation Manager's recommendations.
- Receives, reviews, and approves laundry order weekly.
- Restocks first aid cabinets as necessary.
- Daily, stocks hairnets, beard nets, lint rollers, and ear plugs.
- Folds and restocks production aprons and rags on a daily basis.
- Removes dirty laundry from lockers at the end of each shift and places in the dirty laundry bin.

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Quality and Sanitation

- Follows Good Manufacturing Practice (GMP) guidelines.
- Participates in and supports Rhodes' Continuous Improvement program.
- Keeps work area clean and organized at all times.
- Participates in weekly plant wide cleaning to help assure a clean and sanitary food processing facility. Uses appropriate cleaning equipment according to correct specifications and use requirements.

Safety

- Works in a safe and productive manner; Abides by all processes of the Job Safety Analysis (JSA); Stays aware of surroundings and watches out for coworkers.
- Remains aware to potential accident and health hazards; Notifies Team Lead or HR of all potential risks immediately; Maintains good housekeeping throughout the facility.
- Confers with the Sanitation Manager and quality assurance team to resolve sanitation problems and recommends measures to improve operations.
- Wears all required Personal Protective Equipment (PPE) including rubber gloves, safety glasses, etc.
- Follows all procedures as relate to the proper use and storage of cleaning chemicals; Performs analysis of cleaner strengths; Uses proper PPE per chemical MSDS; Follows "direction of use" indicated on all chemicals.

Other Duties

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

- Maintains an inventory of cleaning and toiletry supplies; Requests supplies and equipment needed for cleaning and maintenance duties.
- Immediately reports any equipment or safety issues to the Team Lead, QA and Sanitation Manager, or Safety Manager.
- Performs light maintenance work as necessary.

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- Confers with the QA and Sanitation Manager 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.

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 Team Leads and co-workers 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.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form

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.

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- Willing to participate in and support the Company's culture building initiatives and process improvement programs such as Arbinger and Lean programs.

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 walk and/or stand; use hands to grasp, finger, handle, or feel; reach with hands and arms; and push and/or pull. The Employee is frequently required to twist at the waist; bend, stoop, squat, crouch, or kneel. The Employee is occasionally required to crawl, climb, and balance.

The Employee must occasionally 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 occasionally exposed to hazardous chemicals and must follow chemical labels and safe handling instructions on the SDS. The Employee is occasionally exposed to outside weather conditions. The noise level in the production area of the facility is usually moderate.

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; Gathers and analyzes information skillfully; Assists in developing alternative solutions; Works well in group problem solving situations;

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Uses reason even when dealing with emotional topics.

- 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 – Displays a cooperative spirit; Focuses on solving conflict, not blaming; Listens to others without interrupting; Asks for others' ideas and demonstrates consideration of others as important team members; Keeps emotions under control; Remains open to others' ideas and tries new things; Maintains confidentiality; Maintains an outward mindset.
- Oral Communication - Listens and gets clarification; Responds well to questions; Participates in meetings; Makes positive comments about team members.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Offers solutions to team problems, not complaints; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Inspires and motivates others to perform well.
- Written Communication - Able to read and interpret written information.

Organizational Competencies

- Cost Consciousness – Offers suggestions for cost saving measures; Conserves organizational resources.
- Diversity - Shows respect and sensitivity for cultural differences; Respects diversity; Promotes a harassment-free environment.
- Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Supports organization's goals and values.
- Quality Management – Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Self-Management Competencies

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; 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; Takes responsibility for own actions; Keeps commitments; Completes tasks correctly and on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation – Meets challenges with resourcefulness; Generates suggestions for improving work.
- Judgment – Displays willingness to make decisions; 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.
- Quality – Must be detail oriented; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Strives to improve personal performance.
- Quantity – Meets productivity standards; Completes work in timely manner; Works efficiently; Strives to increase productivity.
- Safety and Security - Observes safety and security procedures; Reports

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potentially unsafe conditions; Uses equipment and materials properly.

Certification

Employee Signature: _____

Printed Name: _____ Date: _____

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

Manager'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.