



<b>Job Title:</b>	Plant Custodian	<b>Job Category:</b>	
<b>Department/Group:</b>	Maintenance	<b>Salary Range:</b>	
<b>Location:</b>	Sauget, IL	<b>Travel Required:</b>	
<b>Grade/Level:</b>		<b>Position Type:</b>	Full Time
<b>Classification</b>	Non-Exempt	<b>Reports To</b>	Maintenance Manager

### Summary

Responsible for keeping buildings in plant clean and in orderly condition. Perform heavy cleaning duties, such as cleaning floors, washing walls and glass, and removing trash. Duties may include performing routine maintenance activities, notifying management of needs for repairs, and cleaning snow or debris from sidewalks, while supporting the policies, goals, and objectives of the Company.

### Essential Job Functions

- To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position:
- Clean building floors by sweeping, mopping, scrubbing or vacuuming.
- Gather and empty trash.
- Load special waste material into the special waste dumpster as required.
- Operate forklift trucks and other machinery, as required, in a safe manner, ensuring that daily checks are completed and documented.
- Service, clean, sanitize and supply restrooms.
- Clean sink, countertops, refrigerator, microwaves, tables and stock supplies in break rooms.
- Clean windows, glass partitions and mirrors.
- Dust furniture, walls, machines, and equipment.
- Mix water and detergents or acids in containers to prepare cleaning solutions according to specifications.
- Steam-clean or shampoo carpets.
- Strip, seal, finish, and polish floors.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Move heavy furniture, equipment, and supplies either manually or by using hand trucks.
- General maintenance of grounds.
- Remove snow from sidewalks using snow blowers, snow shovels, and spread snow melting chemicals.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Maintain janitor closets in a clean, organized, and safe manner.



- Set up, arrange, and remove decorations, tables, chairs, and ladders to prepare facilities for events such as company events and meetings.
- Must be able to follow safety rules for personal protection and the protection of others, including maintaining a clean and safe work environment.
- Regular, reliable attendance is required.
- Assist other departments in plant as directed by direct manager/supervisor.
- Other duties as assigned.
- This position is hourly non-exempt status, which means you are eligible for overtime pay.

### Qualifications

- High school diploma or general education degree (GED) preferred.
- 6 months or more related experience.
- Prior forklift operations experience.
- Previous experience in custodial or facilities maintenance preferred.
- Knowledge of industrial cleaning techniques and equipment operation.
- Ability to follow instructions and work independently.
- Strong attention to detail and time management skills.

### Physical Requirements

- Must be able to stand up to 8 hours in a day.
- Must be able to walk up to 6 hours.
- Will continuously reach up and out.
- Will occasionally climb.
- Will occasionally push/pull up to 25 pounds and occasionally push/pull up to 100 pounds.
- Will occasionally have repetitive foot movement.
- Will frequently have repetitive hand/arm movements for simple reaching, simple and firm grasping and/or fine hand manipulation.
- Must be able to wear gloves.
- Must be able to adapt to outside work environments which could include cold, heat, wind, rain, snow, and slippery surfaces.
- The employee is regularly exposed to dusty conditions.
- Individual will be exposed to high noise levels at times.
- The employee will regularly be exposed to chemicals used in the process.
- While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts.

This job description is intended to describe the general nature and level of work performed. It does not include all responsibilities and skills required of the job and may be changed at any



time. All responsibilities must be completed in compliance with all safety protocols, policies, procedures and consistent with the spirit and philosophy of the company.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	