

Job Title: Janitor **Dept:** Admin

Accountability: Front End Manager

Job Summary: Ensures that trash, recycling and compost all get emptied from containers in the store and warehouse. Ensures that bathrooms are cleaned and the store is fully swept and mopped. Also ensures the areas around the store are clean.

Job Responsibilities:

Every Visit

6:00 – Bathroom Cleaning – wipe down toilet and sink, restock supplies

EMPTY TRASH

- Warehouse
- Break Room
- Warehouse Bathroom
- Patio
- Front End
- Registers Lane 1 & 2
- Store Bathrooms
- Deli
- Produce Backroom
- Bulk Room
- Front End Office
- HBC Counter
- Cleanup around dumpsters
- MLC at the top of the stairs

COLLECT RECYCLING

- Break Room
- Patio
- Front End
- HBC Counter
- Front End Office
- Produce Backroom
- MLC at the top of the stairs

COLLECT COMPOST

- Break Room
- Warehouse Bathroom
- Store Bathrooms
- Front End
- Produce Backroom
- MLC Bathroom

CLEAN/STOCK BATHROOMS

- Warehouse
- Store
- MLC

TABLES & CHAIRS - Clean off/wipe down and put up the chairs

SWEEP ENTIRE STORE including the rugs in Produce and the Biltmore entrance

9:00 – Bathroom Cleaning including mopping

MOP ENTIRE STORE

Communication

- Communicates openly and honestly with all others in the organization.
- Communicates respectfully at all times.
- Does not expose customers to internal disagreements.
- Resolves conflicts respectfully and in a timely manner.
- Encourages recycling throughout the store and community.

Personal Effectiveness

- Reports to work for scheduled shifts on-time and appropriately dressed.
- Does not clock out later than scheduled time, unless agreed upon by Facilities Coordinator, Manager On Duty, or General Manager.
- Accepts and offers feedback and suggestions openly and respectfully.
- Accepts direction willingly and follows through with delegated tasks.
- Maintains job-related confidentiality, such as issues regarding personnel.
- Provides a positive model for co-workers, regarding FBFC policies as outlined in the Employee Manual.

REQUIREMENTS

- A positive attitude and willingness to learn.
- Ability to lift 50 pounds.
- Ability to be on your feet for the entirety of the work shift.
- Ability to follow verbal and written instructions.
- Willingness to work as a team player.
- Dependability, responsibility, honesty, and integrity.
- Basic communication skills.

Employee Signature

Date

08/13