

**Catholic Charities of Southwestern Ohio, Second Harvest Food Bank**  
**Job Description**

**POSITION TITLE:** Custodian  
**DEPARTMENT:** Second Harvest Food Bank  
**REPORTS TO:** Warehouse Manager  
**WORK HOURS:** 37.5  
**LOCATION:** Springfield  
**FLSA STATUS:** Non -Exempt  
**SUPERVISORY:** No  
**REVISION DATE:** June 2018

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**Position Summary:**

This position is responsible for performing custodial duties for the warehouse and the office building.

**Essential Job Functions:**

1. Vacuuming, sweeping, and mopping of flooring and stairs as necessary
2. Clean and sanitize all restrooms using established practices and procedures
3. Clean sinks, countertops, microwaves, and refrigerators in break rooms
4. Follow assigned daily zone cleaning schedule
5. Clean large walk in freezers and coolers
6. Restock supplies in restrooms, break rooms and common areas daily
7. Empty all trash containers and replace liners, clean receptacles as necessary
8. Cleaning windowsills and windows
9. Maintain custodial/maintenance closets in a clean, organized and safe manner
10. Maintain janitorial equipment in a clean, safe and operable condition
11. Proper labeling, dilution and use of all chemicals
12. General maintenance of grounds
13. Wash walls and equipment; use ladders when required in work assignments
14. Assist with setup of facilities for meetings and trainings
15. Perform cleaning and related activities such as removing snow or debris from sidewalks, walk ways and parking lots
16. Power wash exterior building including but not limited to cooling units
17. Shovel and salt walk ways in inclement weather
18. Make small minor repairs

**Reporting:**

1. Report/address infestation/pest control issues as well as safety issues as discovered
2. Note and report any issues with product damage or quality as discovered
3. Complete and maintain trash logs as needed

**Support of Agency Mission and operations:**

1. Learn, teach, train and adhere to all Feeding America required standards
2. Receive and maintain Serve Safe certification
3. Assist other programs as needed in fundraising, coverage of operational needs
4. Assist the team in rapid recognition and resolution of food safety issues
5. Participate in AIB certification
6. Other duties as assigned

**Supervisory Responsibilities:** None

**Qualifications and Skills Requirements:**

1. High School Diploma, GED equivalent or applicable experience
2. OSHA required forklift certification
3. Demonstrated ability to work independently, to accept and use supervision appropriately
4. Ability to work well with other staff in a collaborative effort to improve services
5. Personal integrity and awareness of ethical principles
6. Personal appearance that reflects self-respect
7. Willingness to accept assignments involving flexible work hours
8. Demonstrated skills in effective communication and listening
9. Demonstrated ability to provide accurate information and feedback

**Work Environment:** Typical office and warehouse environment, with regular exposure to excessive noise, adverse environmental issues, and cooler and freezer temperatures

**Physical Demands:** Position requires physical exertion to sit, stand, walk, stoop, communicate verbally by phone or in person. Maximum unassisted lift 50 lbs, normal lift 40 lbs.