



JOB DESCRIPTION

JOB TITLE: CUSTODIAN / GENERAL MAINTENANCE

REPORTS TO: LDF COUNTRY MARKET MANAGEMENT

CLASSIFICATION: NON-EXEMPT

PAY GRADE: \$13.65 PER HOUR (GRADE 5)

POST DATE: 05/07/2021

CLOSING DATE: 05/20/2021

SUMMARY/OBJECTIVE: This full-time position is responsible for ensuring the daily cleanliness, safety, and maintenance of the LDF Country Market. Performs a variety of general, routine cleaning and custodial work in assigned areas of the building, grounds, and parking lot. Completes basic building maintenance following proper procedures and utilizing approved chemicals, supplies, tools, and equipment.

ESSENTIAL FUNCTIONS: Specific duties include, but are not limited, to the following:

- Sweeps, mops, and scrubs building floors
- Empties and cleans waste receptacles following disposal and recycling guidelines
- Sanitizes and cleans employee and customer restrooms and restocks sanitary supplies
- Cleans windows, window ledges, glass partitions, and exit and entry door glass panes
- Disinfects common touch surfaces including door handles and counters
- Provides minor building and equipment repairs such as light plumbing, changing of light fixtures, painting, etc.
- Ensures all display areas are dusted and wiped down
- Cleans up spills with appropriate equipment and signage
- Keeps outside entrance ways clean by sweeping, shoveling, removing snow, putting down snow melt, and picking up debris
- Mixes detergents or acids in containers to prepare cleaning solutions according to manufacture specifications
- Ensures equipment and storage areas are kept clean and organized
- Maintains supplies and equipment list (cleaning solutions, paper products, etc.); Informs management of inventory needs
- Completes a daily walk through of the entire building internal/external and addresses any areas of concern
- Responds to immediate safety and/or operational concerns
- Reports any safety, sanitary, or other hazards to management
- Performs other related duties as assigned

EXPECTATIONS/ABILITIES:

- Knowledge of safety hazards and proper uses of various cleaning and sanitizing solutions.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Must be able to read and comprehend instruction manuals, product labels, catalog information, etc.
- Dependable, self-motivated, and people-oriented with strong ability to work in a fast-paced environment while maintaining focus.
- Must be detail-oriented and be able to work independently.
- Comply with and consistently execute the specific Fun 5 service fundamentals when engaging with customers.
- Ability to communicate effectively.
- Must be adaptable, with the ability to effectively prioritize responsibilities, adapt to the ever changing, high volume retail environment while working as part of a cross-functional team.

SUPERVISORY RESPONSIBILITY: This position has no direct supervisory responsibilities.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.



WORK ENVIRONMENT: This job operates in a busy retail environment. Exposure to cooking equipment, deli/bakery utensils, and serving high volume of customers. The responsibility of the position is performed within the confines of the business operation with exposure to various cleaning chemicals and differentials in temperature. Some extreme temperatures are possible, including helping to maintain the exterior of the building at all times of the year.

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. While performing the duties of this job, the employee is regularly required to talk and hear. Standing for long periods of time, sitting, walking, bending, reaching, and lifting. Must have the ability to lift up to 50 lbs. safely. Must be able to physically climb ladders, bend, or crawl into awkward spaces.

POSITION TYPE/EXPECTED HOURS OF WORK: Days of work vary Sunday through Saturday, during hours of operation from 7:00am - 9:00pm. Must be able to work flexible hours including mornings, evenings, weekends, and holidays. Must attend all mandatory meetings and participate in trainings.

TRAVEL: No travel is expected for this position.

REQUIRED EDUCATION AND EXPERIENCE: High school diploma or equivalent is required. Related experience preferred but not required.

CORPORATION STANDARDS: The foundation of success is found in meeting the following LDF Country Market expectations:

- Attitude of safety first
- Work ethic of loyalty, integrity, pride, perseverance, accountability, respect and teamwork
- Ambition to succeed
- Adheres to company policies and procedures
- Represents the company in a positive and professional manner
- Flexibility to work for extended hours in order to meet deadlines
- Handles oneself with professionalism during stressful situations
- Maintains positive attitude and morale
- Interacts effectively with all members of the company and all outside associates
- Completes responsibilities diligently
- Thinks big picture and takes into account long-term implications of ones' actions
- Works independently, exercises discretion, applies common sense and makes competent decisions
- Complies with designated work schedule
- Uses company resources wisely
- Maintains neat, clean and organized workspace
- Constantly analyzes for ways to improve individual and/or company performance

The LDF Country Market is committed to a drug-free workplace. To qualify for this position, the individual must submit to and pass a pre-employment drug screen with random testing thereafter.

EEO STATEMENT: LDF Country Market provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national

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COUNTRY MARKET

origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. To the greatest extent feasible, preference will be given to qualified American Indians for employment opportunities.

HOW TO APPLY: To apply for this position please submit an application and release of information on our website at: www.ldfbc.com

Print: _____ Signature: _____ Date: _____

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