



JOB TITLE: CUSTODIAN AND GENERAL MAINTENANCE (SEASONAL)

REPORTS TO: FACILITIES MANAGER

CLASSIFICATION: NON-EXEMPT

PAY GRADE: \$16.77 PER HOUR (GRADE 5)

SEASONAL (TEMPORARY) POSITION: June 1st – October 31st, 2022

SUMMARY/OBJECTIVE: This full-time position is responsible for ensuring the daily cleanliness, safety, and maintenance of the LDF Business Development Corp. 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 multiple environments; including retail, grocery, convenience store, gas station, administrative and call center business units. Exposure to commercial kitchen equipment, cleaning chemicals, extreme temperatures, and other potentially hazardous materials are all possible. Outdoor and indoor work multiple hours a day and at all times of the year will be required.

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.

- Regularly required to talk or hear, stand, walk, use hands to finger, handle or feel; reach with hands and arms and stoop, kneel, crouch, or crawl
- Occasionally required to sit, climb or balance
- Must lift and or move up to 50 pounds safely
- Must be able to physically climb ladders, bend, or crawl into awkward spaces
- Ability to maintain regular, reliable attendance

POSITION TYPE/EXPECTED HOURS OF WORK: This is a Seasonal (temporary) Full-Time position with 40 hours per week expected, from June 1st- October 31st, 2022. Days of work vary Sunday through Saturday, during hours of operation from 6:00am - 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: Local travel between business units 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 Business Development Corp. expectations:

- Demonstrate an attitude of safety first.
- Possess work ethic consisting of loyalty, integrity, pride, perseverance, accountability, respect, and teamwork.
- Possess an ambition to succeed.
- Adhere to company policies and procedures.
- Represent the company in a positive and professional manner.
- Flexibility to work for extended hours to meet deadlines.
- Handle oneself with professionalism during stressful situations.
- Maintain a positive attitude and morale.
- Interact effectively with all members of the company and all outside associates.
- Consider long-term implications of decisions and actions.
- Work independently, exercise discretion, and make competent decisions.
- Comply with designated work schedule.
- Use company resources wisely.
- Maintain neat, clean, and organized workspace.
- Analyze and implement ways to improve individual and/or company performance.



EEO STATEMENT: LDF Business Development Corp. provides equal employment opportunities (EEO) to all team members and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national 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.

REQUIRED PRE-EMPLOYMENT SCREENING: LDF Business Development Corp. is committed to a drug-free workplace. To qualify for this position, applicants must agree to pre-employment drug screening and potential random testing, as required thereafter.

HOW TO APPLY: Please complete the online application at WWW.LDFBDC.COM and attach your resume to be considered for this position.

Additional information regarding the position may be found by contacting:

LDF Business Development Corp.
Attn: Human Resources
Po Box 155
2640 Thorofare Rd.
Lac du Flambeau, WI 54538
715.388.0502 (Phone)
866.423.6104 (fax)
HR@LDFBDC.COM

Acknowledgement Signature by Employee is Required Upon Hire:

Print: _____ **Signature:** _____ **Date:** _____