



<b>Job Title:</b>	Janitor	<b>Supervisor:</b>	Richard Broeckelman
<b>Department/Group:</b>	Office	<b>Travel Required:</b>	Yes
<b>Location:</b>	Office/P1/P2/BSL	<b>Position Type:</b>	Maintenance

**Applications Accepted By:**

<b>Fax or E-Mail:</b> 417-286-3350 or hr@signfab.com Subject Line: Job Title <b>Attention:</b> Human Resources	<b>Mail:</b> Sign Fab, Inc. Attn: Human Resources 28625 Harvest View Rd. Stoutland, MO 65567
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**Job Description:**

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responsible for a variety of janitorial, custodial, and/or security tasks to maintain clean and safe buildings and grounds.
- Responsible for cleaning and sanitizing restrooms using established practices and procedures.
- Responsible for cleaning and sanitizing break room areas.
- Responsible for ensuring all aisle ways are free of obstructions and clean.
- Responsible for maintain grounds
  - o Weed eating
  - o Mowing
  - o Removing debris
  - o Burning pallets
- Responsible for ensuring janitorial checklists are completed in a timely manner.
- Responsible for assisting maintenance as needed.
- Responsible for picking up supplies from town as needed.
- Responsible for assisting warehouse clerk as a forklift spotter and putting away supplies as needed.
- Responsible for maintaining a clean and organized janitorial area.
- Responsible for ensuring that all safety policies and procedures are followed.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

High school diploma/GED  
 Must have a clean driving record.  
 3 months or more related experience and/or training.  
 Must be able to lift up to 75 lbs.

**JOB KNOWLEDGE, SKILLS, AND ABILITIES**

- Must be able to read, and interpret safety instructions and MSDS.
- This position requires that the person be a highly organized, self-motivated individual who can work as part of a team and individually.
- Must be able to manage multiple tasks and priorities and easily adapt to changing situations.
- Must be able to lift up to 75 lbs.

**TRAINING REQUIREMENTS**

- General Safety
- Discrimination/sexual harassment prevention
- Forklift training.
- On the job department training

**PHYSICAL REQUIREMENTS**

- High level of physical exertion required.
- Regularly required to lift and carry heavy items up to 75 lbs., stand, walk, and occasionally bend and move about the facility.

**PERSONAL PROTECTIVE EQUIPMENT**

- Safety glasses may be required while performing specific tasks.
- Safety gloves may be required while performing specific tasks.
- Face masks may be required while performing specific tasks.

**WORK ENVIRONMENT**

- Works in a manufacturing environment.
- Exposed to dust, odors, fumes, sparks, and noises.



- Exposed to weather condition.

**ADDITIONAL NOTES**

Will be required to perform other duties as requested, directed, or assigned by Production Manager, Human Resources and/or Senior Management.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by employees assigned to the classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

<b>Reviewed By:</b> Carolyn Williams	<b>Date:</b> April 2019
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