



Job Description

Job Description Title:	Custodian	Primary Supervisor(s):	Director of Operations
Location:	Gassaway Warehouse	Travel Required:	None
FLSA Classification:	Non-Exempt – Hourly	Position Status (FT, PT, etc.):	FT
General Workday/Week:	Varies	Physical Demands:	Light/Moderate
Required Education and Experience:	Minimum of 1-2 years janitorial experience and/or food safety experience	Performance Expectations:	Optional

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking			X	
Sitting		X		
Using hands to finger, handle or feel				X
Reaching with hands and arms				X
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling			X	
Talking or hearing				X
Tasting or smelling		X		
Driving			X	

This position is described as **Light/Moderate** performing daily cleaning of all warehouses/offices/vehicles. This position requires lifting or carrying items up to 25 lbs. between 25% - 50% of the time. This position requires safe and efficient operation of cleaning solutions and some equipment. Training is provided for this equipment. This position requires the individual to understand the basics of cleaning solutions, cleaning tools, and food safety. The work environment varies between indoor and outdoor conditions.

Equipment Used: pallet jack, cleaning solutions, cleaning tools, floor scrubbers, buffers, etc.



Position Summary

Mountaineer Food Bank provides food and other household items to our emergency food network in 48 counties including programs such as food pantries, soup kitchens, shelters, backpack programs, senior programs, and mobile pantries. With that being said, our custodian will work interdepartmentally to ensure a clean and safe environment for all MFB employees and volunteers. The custodian will be responsible for the cleanliness and sanitation at our four MFB facilities up to and including offices, bathrooms, common areas, floors, cars/trucks, etc., but will spend the majority of their time at the Gassaway facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Operations Management

- Cleaning offices at each location (Gassaway, Sutton, Weston, Flatwoods) at a minimum of once per week, including:
 - Dusting
 - Sweeping and Mopping
 - Removing trash
 - Cleaning windows
 - Wiping down doors, chairs, etc.
- Travel to Sutton, Weston, and Flatwoods sites at least weekly using a company vehicle
- Cleaning all common areas at Gassaway daily including:
 - Sweeping, mopping, and sanitizing bathrooms, lunchrooms, entry rooms and hallways
 - Restocking materials
- Cleaning passenger vehicles both inside and out at least once per month
- Cleaning the interior of all trucks at least once per month
- Cleaning the warehouse floor at Gassaway at least once per week and Sutton/Weston warehouses as needed
- Clear refrigerators, sinks, and dishwashers weekly

Operations Maintenance

- Maintain cleanliness of the food bank warehouse
- Maintain cleanliness of the food bank equipment
- Report all maintenance need or problems to the Warehouse Supervisor or Director of Operations

Other job duties as assigned.

Job Competencies:

- Demonstrates a passion, focus, and creativity around Food Bank vision, mission, and values.
- Possesses a strong work ethic with orientation toward accountability, accuracy, and continuous improvement.
- Extremely detail oriented and thorough



- Ability to work as part of a team and effectively collaborate with others to meet goals
- Ability to effectively develop and maintain good working relationships with internal and external (staff, volunteers, etc.)
- Ability to anticipate and meet deadlines as required
- Ability to meet physical demands (lifting, standing, etc.) for long periods of time
- Proficient with cleaning chemicals and tools, including floor scrubber and buffer
- Demonstrates motivation and initiative

2021/EP/JCM



Custodian

Feed. Engage. Strengthen.

Imagine a place where your talent can make a meaningful difference in people's lives. Working at Mountaineer Food Bank is a uniquely rewarding experience. Our employees and volunteers work together as vital parts of a much larger mission: to feed our hungry neighbors in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven, and focused on results. We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry and empower communities to end hunger.

What you'll do

We need an individual to maintain the cleanliness of our facilities and vehicles. If you enjoy hands-on physical work, are highly motivated, and a bit of a neat freak, then our custodial team is right for you. Our team works in the offices and warehouses of all of our facilities to ensure a clean and safe environment for all employees and volunteers. Your work will assist Mountaineer Food Bank with the movement of food that feeds over 250,000 people in West Virginia.

Here are examples of what you'll be doing everyday:

- Clean offices at each MFB location at least once per week (i.e. dust, mop, sweep, etc...)
- Clean passenger vehicles both inside and out at least once per month
- Clean the interior of all distribution vehicles at least once pre month
- Clean the warehouse floors at each MFB location at least once per week (i.e. sweep, mop, scrub, etc...)
- Do your part to help us run smoothly and pitch in wherever you can to advance our mission.

And then there's you....

- Want to be the best. You thrive in a fast-paced environment with tight deadlines and are always thinking two steps ahead of everyone else.
- Not afraid to work hard. Working at in a food bank is tough work, but every day you are helping feed a struggling family in West Virginia.

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- Willing to roll with the punches. We schedule as much as we can, but every day brings new challenges.
- Team orientated. The person in this role must be willing to help their team to get the job finished right.

Of course...

We are an equal opportunity employer, and all applicants will be considered. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia.

This is a full-time position, 38-40 hours per week starting at \$12 per hour. Applicants must be able to work a floating schedule, Monday-Friday. Includes a generous benefit package including 100% employer paid health, vision, dental, and life insurance. Also includes paid time off, and 401k option. Send resume, references, and cover letter to jferrebee@mountaineerfoodbank.org