



CUSTODIAN Job Description

January 2024

JOB TITLE CUSTODIAN

Reports to: Executive Director

Status: Non-exempt, part-time

ABOUT THE FOOD BANK

The Ferndale Food Bank is a private non-profit committed to the mission of distributing food and support to all community members in need, with dignity, respect, and understanding. Single individuals and families can visit once a week for as long as assistance is needed.

JOB FUNCTION

Maintain a clean, organized, and hygienic facility at the Ferndale Food Bank. Responsible for performing routine, building-wide custodial services, as well as minor building maintenance repairs and tasks.

DUTIES AND RESPONSIBILITIES

1. Cleaning of the facility

- a. Ensure all floors are swept, mopped, sanitized and kept clear of any unwanted food matter, materials, boxes, etc.
- b. Clean and sanitize all surfaces in compliance with food safety requirements including counters, handles, door knobs, etc. Ensure all counters are kept clean and orderly.
- c. Wash, rinse, and sanitize all dirty dishes and silverware in accordance with food safety practices. Dry and put away by the end of each shift.
- d. Clean and sanitize all bathrooms. Ensure bathrooms are maintained and stocked with necessary supplies.
- e. Manage all waste baskets and bins properly and dispose of contents correctly. Replace all waste baskets/bins with new garbage bags. Break down any empty cardboard boxes and recycle properly.
- f. Working with the volunteers, organize and tidy facility following distributions, making sure things are in their proper place and put away.
- g. May be required to respond to emergencies such as water leaks, clogged toilets and cleanup of biohazards.

2. Maintenance and safety best practices

- a. Keep an inventory and maintenance of all cleaning supplies and tools. Report all needs to Executive Director in timely manner. Make repairs as necessary and able.
- b. Manage the safe storage and handling of all cleaning supplies and equipment.
- c. Perform minor building maintenance tasks, such as moving equipment, hanging bulletin boards and other wall hangings, making wall repairs, replacing light bulbs, receiving goods delivered to the building, etc.
- d. Work in a safe manner and follow all safety best practices.

3. Maintain a professional culture and workplace relationships

- a. Maintain an orderly work environment both physically and culturally.
- b. Maintain clear communication with staff in a professional and competent manner.
- c. Communicate with volunteers and clients in a respectful manner.
- d. Facilitate a culture of continuous improvement.
- e. Provide regular reports on progress, goals, task completion, and needs for assistance to Executive Director.
- f. Other duties as assigned.

QUALIFICATIONS

- High School Diploma or equivalent
- Experience with typical custodial functions such as mopping, sanitizing, trash removal, window washing, cleaning and sanitizing bathroom, and dusting.
- Experience with operating and use of custodial and maintenance equipment such as mop, three compartment sink, and ladders.
- Knowledge of safe work practices with regards to lifting heavy items and using tools such as mop bucket and ladders.
- Knowledge of proper use of and storage of cleaning chemicals.
- Understanding of best practices for industry standard of sanitization and cleaning of facility.
- A minimum of one years' experience in the sanitation industry.
- Understanding of food safety requirements and ability to comply with them in maintenance of the facility.
- Ability to stand for long periods of time, lift 50 pounds from the ground, and perform all other physical tasks associated with the job.
- Excellent communication skills and professionalism with all volunteers, staff, and clients.

SKILLS

- Ability to identify unclean and disorganized areas in the facility and address them in a timely manner.
- Ability to understand and follow through with any specific directions received by the Executive Director.
- Strong organizational, time management, and professional hygiene skills.
- Ability to work both independently and as part of a team.
- Valid Washington State food handlers permit.
- Experience with the maintenance of basic equipment and ability to address small maintenance issues a plus.

DESIRED CHARACTERISTICS

- Talented at multi-tasking physical and hygienic responsibilities with focus and attention to detail.
- Strong time management and organizational skills.
- Strong problem-solving and communication skills.
- Ability to create and implement efficient systems.
- Ability to work respectfully with people from various backgrounds.

COMPENSATION, SCHEDULE, AND BENEFITS

- Part-Time, hourly (10 hours/week)
- Salary: \$20-\$24/hour DOE

- Schedule: Mondays, Wednesdays, Saturdays following distributions. Subject to change. Some schedule flexibility may be possible.
- Benefits include PTO accrual based on hours after 90 days of employment. Accrual of paid sick leave per WA state law.

HOW TO APPLY

Email a cover letter, resume, and the contact information for three professional references to director@ferndalefoodbank.org with the subject “Custodian Application.” In your cover letter please describe why you are interested in this position.

Desired Start Date: Soonest date possible

The Ferndale Food Bank complies with all federal, state, and local laws which prohibit discrimination in employment.

The Ferndale Food Bank is an equal opportunity employer. We must ensure an environment and process where there is no discrimination against any qualified employee or job applicant for employment based on race, color, religion, national origin, ancestry, age, sex, marital status, military service, sexual orientation, gender identity, genetic information, alternative abilities, or any other protected status.

All new employees must show employment eligibility verification as required by the U.S. Citizen and Immigration Service before beginning work at the Ferndale Food Bank.

Physical Requirements

Frequency Guidelines:

N: Never (not at all) **S:** Seldom (1-10% of the time) **O:** Occasional (11-33% of the time)

F: Frequent (34-66% of the time) **C:** Constant (67 – 100% of the time)

Sitting: **O** Standing: **C** Walking: **C** Height/Ladder/Stairs: **F** Twisting at the Waist: **C**

Bending/Stooping: **C** Squatting/Kneeling: **F** Crawling: **S** Reaching Out: **C** Talking/Hearing/Seeing: **C**

Working Above Shoulders: **C** Handling/Grasping: **C** Fine Finger Manipulation: **O** Foot Controls: **O**

Driving: **S** Repetitive Motion: **C** Lifting 50 lbs. or more: **C** Carrying 50 lbs. or more: **C** Pushing/Pulling 50 lbs. or more: **C**