

## **Job Description – Office Janitor**

**Reports to:** Office Manager **Status:** part time non-exempt

**Overall Job Function:** The FCS office janitor actively keeps the office clean, attractive and orderly to help the organization meet the demands of the customer.

### **Essential Job Functions:**

- Empty all trash and paper recycling containers on a nightly basis
- Clean / dust all desk and / or countertop surfaces nightly
- Scrub bathroom surfaces and toilets nightly
- Empty all plastic and pop can recycling on an as needed basis
- Other cleaning tasks as needed (cobwebs / windows / sweeping floor)
- Other duties as assigned

### **Secondary Responsibilities:**

- Consistent positive and can do attitude
- Strong interpersonal skills
- Knowledgeable on company software and software support
- Ability to handle stressful situations professionally

### **Competencies**

- High level of attention to detail
- Supports a consistent professional image of the company
- Observes safety policy and procedure as an absolute
- Attitude of positivity and works independently with little or no supervision
- Work ethic of the highest integrity
- Commitment to dependability and willingness to work to meet goals and deadlines

### **Education & Experience:**

- High school diploma or equivalent



**Work Environment:**

This position is based in a agricultural office setting. Equipment used will be vacuum, broom, mop, dust cloth and other cleaning supplies as needed. Position will be exposed to cleaning chemicals and PPE will be provided, if needed. Environment will often times be dusty and evening / weekend hours may be required.

**Physical Demands:**

While performing job functions the employee will be required to talk and hear most of the time. The employee will spend frequent intervals moving and sitting, while also needing to reach, bend, twist, crawl, crouch, stoop or kneel. The employee will need to be able to lift up to 50 pounds and able to climb ladders. The physicality of this job is medium.

**\*FCS job descriptions are a representation of a job requirements knowledge, skills and abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.**

**After reading the contents of this job description, I understand the responsibilities, requirements and duties expected of me. I realize this document is intended to be an accurate reflection of the position; however, Farmers Cooperative Society reserves the right to revise, add or eliminate job functions and duties as conditions warrant. I also understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek to achieve the company’s goals. I further understand that this job description does not constitute a contract of employment, nor alter my status as an “at-will” employee**

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisors Name (please print)

\_\_\_\_\_  
Date