



JOB DESCRIPTION

Position Title : **General Sanitation Worker**
Department : **Mill**
Reports to :
FLSA Status : **Non-Exempt**

Position Summary

Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, washing walls, and removing rubbish. Duties may include assisting routine maintenance activities, notifying management of need for repairs.

Key Responsibilities/Job Duties

- Clean building walls or flooring.
- Clean equipment or supplies.
- Clean facilities or sites.
- Clean fixtures.
- Confer with coworkers to coordinate maintenance or cleaning activities.
- Dispose of trash or waste materials.
- Monitor building premises to ensure occupant or visitor safety.
- Operate grounds maintenance equipment.
- Remove debris from work sites.

Competency/Knowledge

- **Basic Skills** - Monitoring/Assessing performance of you, other individuals, or organizations to make improvements or take corrective action.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Problem Solving** – Ability to see beyond the given task.
- **Quality** - Demonstrates accuracy and thoroughness.
- **Quantity** - Meets productivity standards.
- **Safety and Security** - Observes safety and security procedures.
- **Attendance/Punctuality** - Is consistently at work and on time.

Abilities

- **Language Ability**-Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.
- **Math Ability**-Ability to add, subtract, multiply, and divide in all units of measure.
- **Reasoning Ability**-Ability to apply common sense understanding to carry out oral instructions.



Experience and Skill

- High school diploma or general education degree (GED)
- Using initiative and independent judgment within established guidelines;
- Using tact, discretion, and prudence in establishing and maintaining effective working relationships with those contacted in the course of the work

Essential Physical Tasks

- Performing General Physical Activities
- Handling and Moving Objects
- Frequently stoop, kneel and bend.
- Frequently climb stairs and 50+ foot ladders
- Ability to lift and carry up to 55 lbs.
- Ability to work in confined spaces.
- Constantly subject to dusty, hot environments.
- Frequently work in loud environment requiring ear protection.
- Frequently exposed to moving mechanical parts.
- Ability to work at heights of 200+ ft.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts; fumes or airborne particles and outdoor weather conditions. The employee is occasionally exposed to work in high, precarious places.

The noise level in the work environment is usually loud.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 55 pounds repeatedly. Specific vision abilities required by this job include Depth perception and Ability to adjust focus.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related



instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

By signing and dating, all parties acknowledge the accuracy, completeness, clearness, and conciseness of the position; that essential functions are aligned with organization goals and objects; that compliance with all applicable legal considerations have been met, and the employee understands the job requirements.

Employee	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>
Supervisor/Manager	<i>Print Name</i>	<i>Sign</i>	<i>Date</i>