

## **Gleaners Community Food Bank of SE MI Job Description**

**Job Title:** Sanitation Coordinator  
**Reports To:** Food Safety & Facilities Manager  
**FLSA Status:** Non-Exempt  
**Department:** Operations  
**Last Update:** January 2018

This position is responsible for cleaning of the building with food safety in mind.

### **Essential Duties and Responsibilities**

1. Adhere to all related A.I.B. and Feeding America sanitation and food safety guidelines.
2. Able to work independently, be attentive to detail and manage time wisely.
3. Responsible for the cleanliness of the building inside and outside.
4. Gather and empty trash, including maintaining the recycle program and keeping the bailer area free of cardboard.
5. Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
6. Service, clean, and supply restrooms.
7. High dusting pipes, fixtures, tops of offices, fans, racks and overhead doors,
8. Follow proper procedures when using chemical cleaners and power equipment, in order to prevent harm to the public, associates and food.
9. Follow assigned daily zone cleaning schedule.
10. Work directly with community service and other volunteers to accomplish sanitation and other duties.
11. Assist with event set-ups.
12. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
13. Other duties as assigned.

### **Scope of the Position**

Budgetary Responsibility:	None
Personnel Responsibility:	None
Access to Confidential Info:	None
Supervisory Responsibility:	None
Customer Contact:	Donors – None Volunteers – Moderate Food Partners - Moderate Outside vendors - Low

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.*

### **Education/Experience**

Some college or a certified program preferred. Prior experience working in a school, hospital or warehouse cleaning environment required. Hi-lo and pallet jack licenses required. Valid driver's license required.

**Language Ability**

Good verbal and written communication skills are required. Interpersonal skills with all contacts internal and external are required. Ability to read and interpret documents such as safety rules, operating/maintenance instructions and procedures manuals. Ability to write routine reports and correspondences.

**Math Ability**

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions and decimals.

**Reasoning Ability**

Ability to understand and carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have a good working knowledge of the Microsoft Office suite of products.

**Equipment**

The position requires operation of standard office equipment (computer, printer), standard warehouse equipment (hi-lo, scissor lift, cardboard bailer) and standard sanitation equipment (mop, broom, auto scrubber).

**Work Environment:**

The work environment characteristics described here are representatives of those an employee encounters while performing the essential functions of this job.

- Must be able to work in a regulated refrigerated environment (0 degrees or below) regularly.
- Must also be able to work in a warehouse environment where dust and warm temperatures are evident.

**Physical Demands:**

- Daily walking, bending, reaching, pushing and pulling (50 lbs).
- While performing the duties of this job, the employee is frequently required to speak, hear and use hands.
- Must be able to perform moderate to heavy physical labor (lift up to 50 lbs regularly up to 6ft and/or overhead).