**Second Harvest Food Bank Santa Cruz County**

**Custodian**

**NON-EXEMPT**

Second Harvest Food Bank provides over 8 million pounds of food assistance annually, to over 55,000 people per month, through its network of 200 member agencies and programs. By increasing access to healthy food, Second Harvest is making a profound impact towards growing a healthier community.

**JOB SUMMARY**

*Reports to:**Facilities Coordinator*

The Custodian maintains a clean warehouse and office facility to assure workplace and food safety, keeps detailed records of cleaning and maintenance activities performed for audit purposes, and demonstrates a service-oriented work ethic.

Maintain a Clean Facility

* Ensures a safe office and warehouse environment through timely execution and documentation of master cleaning schedule activities
* Performs general cleaning and maintenance inside and outside of facility as assigned, including warehouse production, distribution, and storage areas, offices, kitchen, and bathrooms.
* Assists the Facilities Coordinator in maintaining food safety standards as dictated by Feeding America and industry best practices.
* Operates various cleaning machines including floor scrubber machine and floor sweeper machine.
* Cleans warehouse floors, walls and forklifts, utilizing standardized cleaning agents as trained.
* Disposes of garbage following proper procedures.
* Cleans offices including but not limiting to; dusting vacuuming, sweeping, mopping, washing windows.
* Cleans bathrooms and replenish supplies (soap, towels, etc.).
* Ensures that all work is performed in accordance established safety standards.
* Routinely moves heavy furniture, equipment, and supplies; either manually or by using hand trucks.

Maintain Required Records

* Completes required documentation of cleaning and maintenance activities performed.
* Maintains detailed and accurate records.
* Report any needed repairs immediately to the Facilities Coordinator.

Provide Strong Customer Service

* Must have good interpersonal and communication skills, and be able to work with a diverse group of people including volunteers and staff.

Perform other duties as assigned.

**QUALIFICATIONS**

Education and Experience

Previous cleaning experience preferred. Bilingual in English/Spanish is desirable.

Knowledge/Skills/Ability

* Proper operation of cleaning equipment.
* Strong focus on safety.
* Follow-through.
* Basic knowledge of using and operating warehouse machinery equipment and hand tools.
* Punctuality.
* Basic reading and writing skills.
* Good oral communication skills.
* Good interpersonal / customer service skills.
* Ability to efficiently coordinate work with co-workers, volunteers, and vendors.

Physical Requirements

* Able to repeatedly lift bulky items weighing as much as 50 pounds.
* Able to see and read documents.
* Able to hear normal conversations in person and on the phone.
* Able to work in a cold environment.
* Able to stand and walk for a minimum of eight hours.

# OTHER REQUIREMENTS

* Must have access to a motor vehicle, as well as valid auto insurance coverage, for occasional driving on the job.
* Must have valid California Driver’s License and a satisfactory driving record, as documented by a current MVR (will be obtained by the Food Bank’s insurance carrier).
* It is the responsibility of all SHFB personnel to participate in our Food Safety/Food Defense programs.

**Job Details:**This is a full-time, regular, non-exempt position with a salary of $17 per hour. Benefits include health, dental and vision insurance; life, long-term disability, AD&D, and long-term care insurance; 403b retirement fund; and generous paid time off.

**To Apply:**Please send resume by noon on 4/27/18 to hiring@thefoodbank.org

SECOND HARVEST FOOD BANK SANTA CRUZ COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

Second Harvest Food Bank does not discriminate because of race, religion, religious creed, color, age, sex, sexual orientation, gender (including gender identity and gender expression), national origin, ancestry, marital status, medical condition, physical or mental disability, military service, veteran status, pregnancy, childbirth, breastfeeding and related medical conditions, genetic information, genetic characteristics or any other legally protected status. The Food Bank also does not discriminate based on the perception that anyone has any of these characteristics, or is associated with a person who has (or is perceived as having) any of these characteristics.