

## JOB DESCRIPTION

**Job Title:** Utility Worker (Warehouse Maintenance & Housekeeping)  
**Hours:** M-F 7am-4pm or as needed  
**Department:** Warehouse  
**Reports to:** Warehouse Supervisor 1<sup>st</sup> Shift

## POSITION SUMMARY

Responsible for maintaining a clean and orderly facility.

## ESSENTIAL FUNCTIONS

- Sweep, mop, scrub, vacuum, and perform other cleaning duties to maintain the cleanliness of the warehouse and the exterior areas of the facility.
- Also responsible for cleaning all offices and restrooms in the warehouse and manufacturing area. Vacuums all common areas daily.
- Removes trash and recycled materials from facility offices and warehouse and deposits it into appropriate receptacle.
- May assist warehousemen in restacking boxes, grooming stock areas and provide material handling assistance as required.
- May be assigned as a driver's helper.

## INDEPENDENCE/AUTONOMY

Frequent supervision: Work is frequently reviewed by supervisor for quality and timeliness. Response to non-standard situations is determined by supervisor.

## PROBLEM SOLVING/DECISION MAKING

Work is mostly routine and covered by general instructions or procedures. Occasional judgment is required in completing a task or selecting between several alternative solutions.

## CONTACTS

Regular contacts, within or outside the Company to give or get information. Requires courtesy, tact, and some knowledge of Company procedures.

## SUPERVISORY RESPONSIBILITIES

Not applicable.

## EDUCATION QUALIFICATIONS/REQUIREMENTS

High School diploma or general equivalency diploma and 2 years experience cleaning commercial office buildings, operating low and high speed floor machines and carpet extractors; or equivalent combination of education and experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of basic math and reading.
- Ability to follow instructions.

#### **CERTIFICATIONS, LICENSES AND REGISTRATIONS**

Not applicable.

#### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

- Must be able to frequently lift up to 70 pounds and move more than 100 pounds.
- The employee frequently is required to stand sit or walk, climb, kneel, crouch, or crawl.
- The employee is occasionally exposed to toxic or caustic chemicals.
- The employee is regularly required to work in an office, warehouse, or outdoor environment.
- Specific vision abilities required by the this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this position, employee regularly works in warehouse/storerom environments.

#### **ADDITIONAL REQUIREMENTS**

Will be required to perform other duties as requested, directed or assigned.