



FACILITIES GROUNDKEEPER

Division/Department: Maintenance
Shifts: AM/PM
Job title: Facilities Groundkeeper
Reports to: Maintenance Manager

Level/Grade:	Type of Position <input checked="" type="checkbox"/> Full – time <input type="checkbox"/> Part – Time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>40</u> /week <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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Purpose/Scope of Position

Perform all required duties relating to maintaining/upgrading both interior and exterior of a food processing plant, to include grounds, lots, and structure (doors, walls, peripheral equipment (if trained) in accordance with specified standards developed by management as well and/or required by relevant regulatory agencies. This position would be expected to perform any work that other plant general labor group is expected to perform given proper training. (Most of which is minimal) under direction of Plant Management/Supervisors.

Responsibilities/Duties (inclusive of but not limited to):

- Perform all required duties relating to General Cleaning, this could include sweeping, hauling garbage, cleaning powder spills etc..
- Grounds repair as well as cleaning, weed control. Misc.
- Proper prepping and painting of facility as well as equipment as directed. With all work performed there is the need to remove tools and materials used as well as cleaning of area at end of job.
- Follow all needed polices such as Post Work Maintenance Tag system, LOTO, Confined Space Policy as well as Plant GNPs and specific area PPEs or and GMPs.



- Repair of doors, door hardware, and alignment.
- Filter changes on HVAC units, Roof cleaning etc.
- Maintain sanitary working conditions for food processing.
- Sealing of cracks in floors, walls, etc. Repair/patching floors, walls, ceiling.
- Assisting with Maintenance activities when needed. Example – moving pumps/motors/ needing attendant, changing light bulbs, assisting with inventory, etc.
- General maintenance activities that does not require specific training, such as Refrigeration work, electrician, Programmer, etc.
- Performs minor maintenance items (change gaskets, etc.) as needed.
- Learn and use of CMMS for work orders and inventory control. This system will provide work with priority system, when management may not be available.
- Provides general upkeep projects for facility.
- Calibration of the product testing equipment.
- Reporting and documentation of any out of compliance calibration checks with corrective action taken.
- All other duties as assigned.

Physical Demands

While performing the essential functions of this job the employee is required to:

- Continuously (76%-100%) Talks, stands, walks, bends, goes up and down stairs.
- Frequently (51%-75%) Uses hands and fingers to handle or feel.
- Occasionally (25%-50%) lifts 26 to 100lbs.
- Rarely (1%-25%) balances, stoops, kneels or crawls.

Work Environment

This job takes place in a plant environment and in the outdoor elements year round. While performing the essential functions of this job exposure to the following elements occurs:

- Frequently (51% to75%) dry flat plant floors
- Occasionally (10% to 25%) work in high place on lifts or ladders, work with chemicals.
- Rarely (1% to 10%) work in extreme heat.

Personal Protective Equipment Needed

The use of PERSONAL PROTECTIVE EQUIPMENT as follows:

- When working indoors: need to wear plant captive clothing, hearing protection, safety glasses and slip resistant work shoes during your regular job in all areas of the plant.
- When working outdoors: need to wear outdoor clothing or coveralls and protective foot gear to cover plant captive clothing.
- When working with chemicals you will need to wear, safety goggles, face shield, rubber gloves and a chemical – resistant apron.



Job Hazard Assessment

- The employee may work in a wet, dry, hot cool, cold, humid bright areas and/or conditions.
- The employee may be working on lifts and ladders at heights with protection.
- While performing light maintenance the employee may be exposed to sharp objects, hot objects, fumes from paint and supplies.

Education/Training

- High School Diploma or General Education Degree (GED)

Skills

- Ability to learn new concepts, and be an active member of operating the department.
- Willing to work with others, collaborating and compromising where necessary; promptly share relevant information with others.
- Open to changing situations and is willing to perform all tasks when and where assigned.
- Reliable, responsible, and dependable, and fulfilling obligations.
- Pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Careful about detail and thorough in completing work tasks.
- Creativity and alternative thinking to develop new ideas for and answers to work-related problems.
- Basic computer skills.
- Ability to meet or exceed the company's attendance and punctuality standards.
- Ability to understand and follow directions as given.
- Ability to work with minimal supervision.
- Strong communication and interpersonal skills.
- Efficiency and time management skills.
- Ability to work under pressure

Salary

- DOE

Benefits

- Excellent benefit package available: 401k, medical, dental, vision, disability, life insurance, vacation, PTO, and holiday pay, subject to applicable eligibility and waiting periods.



October 2018