

POSITION DATA					
JOB TITLE:	Janitor	LOCATION:	Lebanon	RATE:	\$16 per hour
DEPARTMENT:	Quality	REPORTS TO:	Quality Manager	FLSA STATUS:	Non-Exempt
JOB SUMMARY					
<p>The Janitor is responsible for maintaining cleanliness and order in the assigned areas of the facility, ensuring hygiene and safety standards are met. Additionally, the Janitor will manage the inventory of cleaning products and essential supplies, and will keep the exterior of the plant clean. The ideal candidate should be proactive, detail-oriented, and able to work in a dynamic production environment.</p> <p>El Conserje es responsable de mantener la limpieza y el orden en las áreas asignadas de la planta, garantizando que se cumplan los estándares de higiene y seguridad. Además, gestionará el inventario de productos de limpieza y suministros de primera necesidad, y se encargará de mantener el exterior de la planta limpio. El candidato ideal debe ser proactivo, detallista y capaz de trabajar en un ambiente dinámico de producción.</p> <p><i>Nortera Foods Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the NSF Code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.</i></p>					
ESSENTIAL FUNCTIONS					
<ul style="list-style-type: none"> ▪ Clean and disinfect common areas such as offices, restrooms, hallways, and break areas. <i>Limpiar y desinfectar áreas comunes, como oficinas, baños, pasillos y áreas de descanso.</i> ▪ Handle trash and recycling disposal safely and efficiently. <i>Manejar la eliminación de basura y reciclaje de manera segura y eficiente.</i> ▪ Perform deep cleaning tasks, including: - Carpet cleaning and vacuuming. – Sweeping and mopping floors. Window and glass cleaning. <i>Realizar tareas de limpieza profunda, como: - Limpieza y aspirado de alfombras. – Barrido y trapeado de pisos. Limpieza de ventanas y cristales.</i> ▪ Keep the exterior of the facility free of papers, trash, and other debris. <i>Mantener el exterior de la facilidad libre de papeles, basura y otros desechos.</i> ▪ Manage the inventory of cleaning products and essential supplies like toilet paper, napkins, soap, etc. <i>Gestionar el inventario de productos de limpieza y suministros de primera necesidad, como papel de baño, servilletas, jabón, etc.</i> ▪ Replenish cleaning supplies and ensure that cleaning stations are well-maintained. <i>Reabastecer suministros de limpieza y asegurarse de que las estaciones de limpieza estén bien mantenidas.</i> ▪ Complete a weekly schedule detailing the daily tasks completed. <i>Completar semanalmente un schedule detallando las tareas diarias completadas.</i> ▪ Meet weekly with the Manager to review progress and verify that all assigned tasks are completed. <i>Reunirse semanalmente con su superior para revisar el progreso y verificar que todas las tareas asignadas estén completadas correctamente.</i> ▪ Report any maintenance issues or defective equipment to supervisors. <i>Informar de cualquier problema de mantenimiento o equipo defectuoso a los supervisores.</i> ▪ Strictly follow safety procedures, including proper use of personal protective equipment (PPE). <i>Seguir estrictamente los procedimientos de seguridad, incluyendo el uso adecuado de equipos de protección personal (PPE).</i> ▪ And all other functions deemed necessary by management. <i>Y todas las demás funciones que la dirección considere necesarias.</i> ▪ Must be able to follow all company policies, procedures, safety requirements, and GMP’s. <i>Debe poder seguir todas las políticas, procedimientos, requisitos de seguridad y GMP de la empresa.</i> 					
QUALIFICATIONS					
KNOWLEDGE, SKILLS AND ABILITIES	<ul style="list-style-type: none"> ▪ Must be a team player <i>Debe ser un jugador de equipo</i> ▪ Must be able to effectively communicate verbally with others <i>Debe poder comunicarse verbalmente de manera efectiva con los demás.</i> ▪ Knowledge to work with chemicals and its applications <i>Conocimientos para trabajar con productos químicos y sus aplicaciones.</i> 				

<p>PHYSICAL DEMANDS</p>	<p>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.</p> <p><i>Las demandas físicas descritas aquí son representativas de aquellas que debe cumplir un empleado para realizar con éxito las funciones esenciales de este trabajo. Se pueden hacer adaptaciones razonables para permitir que las personas con discapacidades realicen las funciones esenciales.</i></p> <ul style="list-style-type: none"> ▪ Frequent lifting/carrying up to 30lbs. (Must be able to joint lift 40lbs+ Occasionally) <i>Levantar/transportar con frecuencia hasta 30 libras. (Debe poder levantar más de 40 libras de vez en cuando)</i> ▪ Frequent pushing/pulling up to 40lbs. Occasionally up to 100lbs <i>Empujar/tirar frecuentemente hasta 40 libras. Ocasionalmente hasta 100 libras</i> ▪ Frequent bending, squatting, twisting, climbing, dexterity, reaching, walking, typing <i>Agacharse, ponerse en cuclillas, girar, trepar, destreza, alcanzar, caminar, escribir con frecuencia</i> ▪ Occasional sitting, driving <i>Sentado ocasional, conduciendo</i> ▪ Constant standing <i>De pie constante</i> ▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception and the ability to adjust focus. <i>Este trabajo requiere habilidades de visión específicas que incluyen visión de cerca, visión de colores, percepción de profundidad y la capacidad de ajustar el enfoque.</i> <p>Appropriate work intensity level: Medium – Heavy Nivel de intensidad de trabajo adecuado: Medio – Pesado</p>		
<p>WORK ENVIRONMENT</p>	<p>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 the individuals with disabilities to perform essential functions.</p> <p><i>Las características del entorno laboral descritas aquí son representativas de las que encuentra un empleado mientras realiza las funciones esenciales de este trabajo. Se pueden hacer adaptaciones razonables para permitir que las personas con discapacidades realicen funciones esenciales.</i></p> <ul style="list-style-type: none"> ▪ Noisy conditions / Condiciones ruidosas ▪ Dusty conditions / Condiciones polvorientas ▪ Hot or humid conditions / Condiciones cálidas o húmedas ▪ Wet conditions / Condiciones húmedas ▪ Exposure to extreme/seasonal temperatures / Exposición a temperaturas extremas/estacionales ▪ Exposure to chemicals or solvents / Exposición a productos químicos o disolventes. ▪ Work near moving mechanical parts / Trabajar cerca de piezas mecánicas en movimiento. 		
<p>EXPERIENCE</p>	<p>1+ years in a food production/packaging environment <i>Más de 1 año en un entorno de producción/envasado de alimentos</i></p>		
<p>EDUCATION</p>	<p>High School Diploma or Equivalent <i>Diploma de escuela secundaria o su equivalente</i></p>		
<p>APPROVALS</p>			
<p>REVIEWED BY:</p>		<p>DATE:</p>	
<p>APPROVED BY:</p>		<p>DATE:</p>	
<p>HUMAN RESOURCES:</p>		<p>DATE:</p>	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera Foods Inc. reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job

Janitor Position Description
Descripción del puesto de Conserje

duties and organizational structure. Employees should schedule a time to meet with their supervisor if they believe their position description needs updating or if they have questions.