



Janitorial & Maintenance Staff

DEPARTMENT: Operations

REPORTS TO: Front End Manager

ESTIMATED HOURS/WEEK: 16-18 hours/week; Shifts scheduled for afternoon/evening 3pm-8:30pm. Occasional before/after hours projects.

JOB SUMMARY

Looking for a dynamic individual to join the janitorial and maintenance staff at the Keweenaw Co-op. Responsible for maintaining cleanliness of all areas of the store and operating the Co-op recycling program. Also performs light maintenance tasks.

Essential Duties & Responsibilities

- Provide customer service when cleaning on the sales floor.
- Empty recycling and trash throughout the store.
- Sweep and mop assigned areas throughout the store.
- Dust assigned areas throughout the store.
- Vacuum assigned areas throughout the store.
- Clean and sanitize restrooms.
- Assist with bulk bin washing and special cleaning projects.
- Deliver recycling to Waste Management.
- Perform light maintenance such as light bulb replacement, painting, etc.

Physical Requirements

- Ability to bend, lift and reach repeatedly for extended periods of time.

Minimum Qualifications

- Regular, predictable attendance.
- Excellent communication skills.
- Excellent time management skills.
- Detail oriented.
- Ability to multitask and remain flexible to the changing needs of the business.
- Ability to work independently.

Preferred Qualifications

- Previous cleaning experience.

Important Disclaimer

This job description is representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business or work environment change.