



**JOB TITLE: HOUSEKEEPING/MINOR MAINTENANCE**

**REPORTS TO: STORE MANAGER AND MOD SUPERVISOR**

Revision Date: 3/2018

**JOB FUNCTION:** Clean and maintain floors and bathrooms; assist Facilities Manager in keeping facilities of business in good running order.

**DUTIES AND RESPONSIBILITIES:**

**CLEANING AND SANITATION**

- Sweep retail floor and all back stock and work areas multiple times daily.
- Remove trash and recycling that is not the responsibility of a specific department.
- Clean restrooms daily and as needed.
- Help maintain store and outside areas in clean, orderly condition at all times.
- Keep mop and equipment areas clean and free of debris.
- Order cleaning and paper supplies when needed.
- Inform maintenance personnel when equipment may need repair or replacement.

**STORE MAINTENANCE**

- Assist supervisor in facilities maintenance as required, including equipment repair and installation.

**OTHER**

- Perform other job-related duties as assigned by supervisor.
- Participate in employee trainings and staff meetings;

**SAFETY**

- Strictly follow all guidelines – including food safety and organic standards – for handling cleaning products.
- Work safely using safe body mechanics and good judgment.

**QUALIFICATIONS:**

- High standards for facilities cleanliness and quality of work
- Ability to speak, read, and understand English
- Ability to work well independently and with supervision
- Attention to detail and good organizational skills
- Willingness to work nights and weekends.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

- Ability to freely access all interior and exterior areas of the stores including sales floor, offices, stock areas, walk-in coolers and freezers, roof, and grounds.
- Ability to stand and walk throughout shift, to bend, stoop, reach
- Ability to read and follow instructions for mixing of cleaning supplies
- Ability to move merchandise and equipment throughout the stores generally weighing up to 200 pounds or greater.
- Ability to lift up to approximately 50 pounds.
- Ability to carry and use ladders and work safely from up to the interior and exterior heights of our buildings with the aid of a spotter.

Disclaimer Notice: The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. Lakewinds Natural Foods reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change.