

Custodian – 2nd Shift

Summary:

The Custodian performs a variety of custodial and cleaning duties to provide a clean, orderly and safe environment, in the Controlled Environment Rooms (CER's), production areas, and office areas. Work is performed on a rotating schedule to include multiple buildings and scope of work.

Responsibilities:

- Sweeps, mops, vacuums to clean, controlled rooms, production areas, common areas and office according to assigned schedule and rotation, including:
 - Detects stains and uses approved chemicals for removal, per standard operating procedures and work instructions.
 - Cleans and disinfects rest rooms, gowning areas, lounges, corridors, stairways.
 - Cleans, polishes and dusts furniture, equipment and other work areas.
 - Cleans lobby windows, glass doors and mirrors using cleaners, sponges, and squeegees to ensure they are clean and smudge free.
 - Empties wastebaskets, removes trash and recycling to disposal area, in accordance with established procedures.
- Follows procedures to properly fill out, maintain and collect required Cleaning Records and signs off that cleaning requirements are met.
- Tracks supplies and initiates inventory transfer request for supplies prior to running out of supplies.
- Prepares and furnishes required departments with Isopropyl Alcohol (IPA).
- Orders and stocks facility with paper and cleaning supplies.
- Coordinates inventory requirements with the Warehouse personnel and submits written requests for supplies.
- Responds to emergency calls and service requests for custodial assistance, such as spills and clean up.
- Proactively notifies management concerning the need for minor and major repairs.
- Works with employees to resolve problems and ensure efficient and safe operations are maintained.
- Follows procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- May assist Operations with technical cleaning of manufacturing machinery using antiseptic chemicals according to Standard Operating procedures.
- Follows all applicable Safety Procedures including/ but not limited to: Lock-Out Tag Out, Lone Worker, Safe Chemical Handling.
- Occasionally moves furniture, equipment and supplies, either manually or by using hand trucks.
- Adheres to GMP/QSR requirements and follows applicable QMS documentation (e.g., SOP's, Work Instructions) to successfully accomplish job requirements.
- Works overtime as necessary and as assigned my superviso

Physical Requirements:

- Able to lift up to 40 lbs.
- Able to work with repetitive sweeping/mopping motions
- Able to work with cleaning products, chemicals and alcohol without adverse reactions
- Able to bend/crawl under machinery
- Able to stand for prolonged periods of time

Qualifications:

- 1-3 years' experience required
- High School diploma or equivalent
- Strong Attention to detail
- Able to speak, read and understand English

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