

Job Description
Custodian
Century International Arms, Inc.
Century Arms, Inc.

Reports to: EHS Manager
Location: Vermont

Position Type: Full-Time

Summary of Position Mission

Responsible to provide custodial care and maintenance of the VT site.

Responsibilities

- Maintain and keep the building clean.
- Keep an inventory of all cleaning and breakroom supplies, and submit a purchase request when supplies get low.
- Establish and maintain a “Deep Clean” schedule calendar.
- Light maintenance of the outside grounds (emptying trash receptacles, clearing the front yard as necessary, clearing the walkways of snow, including shoveling, snow blowing and salting, etc.).
- Setup and tear down of rooms/spaces as directed (tables/chairs, etc.).
- Inspect / Maintain Safety equipment – eye wash, fire extinguishers, Emergency lighting, etc.
- Escort outside vendors as needed.
- Follow directions and organize and prioritize tasks accordingly.
- Recognize and act upon cleaning needs as applicable.
- Protects organization's value by keeping information confidential.
- Support and adhere to all ISO standards applicable to the Company.
- Adheres to all employment policies/safety policies/practices required by law/established by Company.
- Wears all necessary Personal Protective Equipment directed by the Company at all times.
- Adheres to firearms safety requirements.
- Maintains and keeps workstation and department area clean.
- Maintain equipment to ensure in good working condition (floor scrubber, cart, mop bucket, etc.).
- Reports any maintenance and/or safety issues to immediate supervisor promptly.
- Demonstrates a positive attitude toward co-workers and other departments within the Company.
- Demonstrates respect, courtesy and professionalism toward all co-workers with the Company.
- Communicates clearly and effectively with co-workers and management.
- Actively participate and support the 5S process within the work area on a daily basis.
- ***Other duties will be assigned as required.***

Qualifications & Knowledge Required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. These requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- HS or GED graduate.
- 2+ years-experience as a custodian in a manufacturing environment highly preferred.
- Experience handling various cleaning related tools and equipment.
- Demonstrated experience interacting effectively with a variety of people.

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Working Conditions

Work is normally performed in a climate-controlled office environment and throughout a heated manufacturing and warehouse facility. Exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. Noise level is moderate and includes sounds of light manufacturing, shipping and receiving, and normal office equipment (computers, telephones, etc.). Employee will consistently be in contact with cleaning solutions in carrying out their day-to-day duties, including the potential of exposure to bodily fluids.

Physical Demands

The physical demands and work environment characteristics 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:

- Be able to lift objects up to 65 lbs.
- Frequent and repetitive lifting, pushing and pulling of objects
- Frequently stand and walk throughout the day
- Occasionally required to stoop, kneel and crouch
- Requires strong attention to detail

Disclaimers

- This job description should not be interpreted to be a complete list of all the duties and responsibilities performed by the jobholder. To maintain organizational flexibility, management has the discretion to add, drop or change at any time the duties, responsibilities and expectations of this job.
- This job description does not constitute an offer of employment, continuous employment or an employment contract. We are an at-will employer and either you or the employer may terminate the employment relationship at any time, for any legal reason or for no reason.

Employee Signature:		Date:	
Witnessed By:		Date:	
Last Updated By:	Kevin Benedict	Date:	5/16/2019