

Rhode Island Community Food Bank

Job Description

Position Title: Janitor/Production Worker

Reports To: Director of Facility

Status: Non-Exempt (hourly)



Our Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Diversity Statement: The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Position Summary: The Janitor/Production Worker position is a split position that is responsible for janitorial duties within the facility and on the grounds and occasionally minor maintenance assignments and projects under the direction of the Director of Facility. Production responsibilities will be assigned by the Director of Operations and include packing boxes for various programs, inspecting and sorting donated product, as well as other repacking and production activities.

Maintenance Duties and Responsibilities:

1. Janitorial duties include:
 - a. Cleaning upstairs and downstairs restrooms and break rooms.
 - b. Floor washing tile floors in the facility on assigned schedule.
 - c. Trash removal including handling recyclables.
 - d. Vacuuming carpeted areas.
 - e. Window washing - all office and accessible windows.
 - f. Dusting – all office fixtures, hallways, conference rooms and offices.
2. Grounds keeping duties include:
 - a. Sweeping front and agency entrances.
 - b. Emptying cigarette cans.
 - c. Washing down external benches and tables.
 - d. Washing/dusting down external ledges.
 - e. Managing weeds and growth along building foundation.
3. Facility responsibilities include:
 - a. Assist facility staff with projects and minor repairs.

- b. Assist with special events both at the food bank and occasionally off-site locations.

Production Duties and Responsibilities:

1. Packing various program boxes for distribution.
2. Inspection and sorting of various donated items.
3. Quality Control
4. Other Production and light warehousing duties as required.

Skills and Qualifications:

- Experience in a janitorial or maintenance position.
- Experience in a light industrial or production environment.
- The ability to work with groups of people at varying levels and positions within an organization.
- Ability to work on multiple projects with attention to detail, deal with interruptions, and maintain focus on tasks while producing accurate work.
- Ability to communicate effectively in a team environment consisting of other staff members and volunteers.
- Ability to work independently and as part of a team.
- Ability to work with people from diverse social and ethnic backgrounds.
- Must be able to pass a criminal background check.

Working Conditions: Work is typically performed in a warehouse environment and is subject to varying temperatures (exposed dock, coolers and freezers) in all seasons. Regularly lifts and moves objects up to 50 pounds. Regularly uses standard warehouse equipment, including pallet jacks. On occasionally, works outside of normal working hours.

By signing below, the staff member agrees to take full responsibility for the work outlined in this job description.

Employee Signature

Date