

POSITION PROFILE

BRANCH MANAGER

REVENUE

Key Performance Activity:

- Achieve \$_____ in existing customer monthly revenue for the year
- Motivate and hold accountable reporting managers to sell a minimum of \$_____ per month in additional sales / project work each month
- Market to both existing and non-existing customers for additional project work. This can be done through email blasts, flyers, mailers, yellow pages, radio, etc.

Key Result:

Achieve total revenue of \$_____ in fiscal year ____

Comments:

PROFIT

Key Performance Activity:

- Manage total labor % from both direct and managerial labor (combined) to under 70%
- Manage janitorial supplies cost to under 2.75%
- Ensure resale supplies are marked up a minimum of 25% at all times. 30% being standard
- Price all additional work at a minimum of 50% markup
- Manage overtime to less than 0.30% to sales
- Go over financials and job cost with management team monthly and require swift action on low profit accounts

Key Result:

Achieve total profit of \$_____ in fiscal year ____

Comments:

CUSTOMER RETENTION

Key Performance Activity:

- Maintain personal relationships with all accounts over \$5,000 in monthly revenue. Establish monthly recurring calendar appt for partnership meeting and include the account supervisor. Perform inspections and record notes etc at each visit.
- Require managers to do the same with top 10 revenue accounts and submit inspections to you monthly
- Address any and all issues with competitive urgency. Everything should be resolved within 24 hours.
- Continuously reinforce and increase the value we bring to each customer.
- Ensure all customers are contractually secure at all times. Start trying to obtain each renewal at 12 months out. Also, renew at every possibility and with every change to the program.

Key Result:

Maintain a calendar year total lost / defection rate of < 2%

Comments:

POSITION PROFILE

BRANCH MANAGER

SAFETY

Key Performance Activity:

- Make sure managers perform required periodic safety trainings to a tee....without exceptions.
- Continuously preach safety and reinforce the importance of performing job functions safely.
- Make sure PPE is provided in EVERY case that it is required and available when desired (but not required)
- Periodically re-evaluate processes to ensure they are being performed safely.
- Ensure vehicles are maintained properly and kept safe

Key Result:

Operate the company safety program to ensure 0 recordables

Comments:

EMPLOYEE TURNOVER

Key Performance Activity:

- Perform in-depth interviews and maintain minimum criteria for all new hires. Continuously interview for all positions...even when fully staffed.
- Ensure new orientation and training procedures are completed on every new hire...without exception.
- Ensure annual reviews are completed on time for all team members.
- Have a succession plan in place for all management positions.
- Continuously upgrade team to reach 'A' or 'B' status

Key Result:

Achieve a 52-week rolling turnover rate of less than 50% (captured monthly)

Comments:

PERSONAL DEVELOPMENT

Key Performance Activity:

- Attend two training seminars per year
- Read one self or business-related book per year
- Reach industry certification of RBSM after one year

Key Result:

Strive for both personal and business-related growth

Comments:

POSITION PROFILE

REGIONAL MANAGER

REVENUE

Key Performance Activity:

- Achieve total BMI / T&M revenue of \$_____ for 2021
- Invoice 7% of BMI / T&M in additional sales at each branch
- Increase branch revenue by 1.5% each year via strategic customer price increases. (i.e. with anniversary dates, low margins, changes in scope, etc.)
- Actively participate in bids, RFPs, renewals, etc. for both new and existing customers to ensure pricing is both competitive for the customer and profitable for the company.
- Develop and execute a streamlined supplies program for operations. Resale disposable supplies to at least 50% of customers.

Key Result:

Achieve total revenue projected in each branch assignment. For 2021, total projected revenue is \$_____from existing operations.

Comments:

PROFIT

Key Performance Activity:

- Consistently oversee both job and branch level profit.Ensure a method of discussion and accountability is in place with each BM and operations team.
- Develop and ensure execution of labor cost controls. Focus on variances to budget (both too high and too low) and require a written plan for variances greater than 10% below budget.
- Implement and oversee effective expense controls in the following:
 - Direct Labor < 50%
 - Janitorial Supplies Cost < 2.50%
 - Supplies Resale Markup > 20%
 - Credit Card Expense - AM/PM < \$300 mo., BM < \$750 mo.
- Run & review the following reports consistently to ensure profitability at each branch. Discuss with and coach BMs (and team as appropriate) on numbers and how to effectively ensure they are at or above goal.
 - Income Statement and Trend Income Statement
 - Job Cost Reports
 - General Ledger Detail Reports
 - Supplies Activity Reports
 - Timekeeping Reports

Key Result:

Achieve total profit projected in each branch assignment. For 2021, total projected profit is \$_____from existing operations.

Comments:

POSITION PROFILE

REGIONAL MANAGER

CUSTOMER RETENTION

Key Performance Activity:

- Participate in partnership meetings and have strong personal and professional relationships with the contacts / DMs in each of the top 5 volume branch accounts.
- Ensure the ongoing performance and execution of all components of ops plan at the top 10 volume accounts at each branch. Require method of verification and discuss in BM debriefs.
- Develop and maintain a monthly contract renewal report and distribution method to field. Ensure all customer service agreements are secure at all times with standard 36-month FBS service agreement.
- Develop a customer satisfaction platform to help ensure business is secure and to cleanly satisfy this component of the quarterly manager incentive payout.

Key Result:

97% or >

Comments:

QUALITY SERVICE DELIVERY AND INNOVATIVE SOLUTIONS

Key Performance Activity:

- Ensure all BMs, AMs and PMs have updated and signed copies of their position profiles and are clear on expectations of their roles.
- Develop and publish a monthly reporting method to track completion of monthly / quarterly partnership meetings and the results thereof.
- Develop a 30-day new customer start-up method and ensure it's execution on each new startup.
- Develop and implement a bi-annual quarterly review with each major supply vendor (Team, NSA, CPG, Ferguson, etc.).
- Continuously evaluate and drive improvement on service delivery to maximize the value we provide to our customers

Comments:

TEAM

Key Performance Activity:

- Ensure a program is in place and being executed to recruit, hire, develop and retain the best possible talent for our company operationally. Standards should be no less than "A" players when hiring managers for our team...try to hire people with strengths beyond yours.
- Support branches in achieving company turnover goal of <100%
- Help develop and oversee a formal training plan for each manager within operations.
- Be a key contributor in developing a manager bootcamp on the CTU platform by July 2021.
- Ensure that BMs are overseeing the completion of the CTU training programs within the appropriate timeframes.
- Oversee completion of BSCAI certifications by July 2021
- Oversee that quality, value-add debriefs are being had at all levels of operations on a weekly basis.

POSITION PROFILE

REGIONAL MANAGER

- Ensure that each branch is conducting weekly meetings with ops teams. Formats could alternatively include training, financial summary, team-building, planning, etc.
- Oversee completion of ongoing and annual performance feedback method to each manager in operations.
- Plan and execute quarterly Manager's Summit to maximize training effectiveness, core principles and family feel of company.

Comments:

PERSONAL DEVELOPMENT

Key Performance Activity:

- Be a key contributor to the executive leadership of the company. Attend strategy meetings and participate in the decision-making process at all times.
- Evaluate and execute on the furthering of company operations through both pre-planned initiatives and those you come up with on your own through daily observation.
- Establish a specific annual training plan for yourself every year
- Attend at least one outside training / seminar each year either in-person or virtually. Pre-plan so expenses may be budgeted for.
- Coordinate and run at least one staff meeting per year
- Always be on time and prepared for meetings. Openly contribute as you will help make time spent more productive and successful.
- Certify with CBSE designation in 2021
- Be an example in all areas at all times. If your standards are not high in any area, those reporting to you will follow suit...and so on down the line.

Comments:

MISSION, VISION, VALUES

Key Performance Activity:

- Continue to develop and perform tangible actions / programs to help our company live out our mission of loving and serving to our team well.
- Ensure our operations silo is structured in a way that allows for a strong work / life balance. This should rank higher than extended profit margins.
- Work with a level of positive discontent that does not allow you to settle in any way. Seek constant excellence, improvement, and innovation and it will contribute greatly in our vision to become the most respected company in the industry.
- Continue to lead operations with a spirit of generosity and giving...in both time and money. Have BMs develop tracking for their generosity.

Comments:

POSITION PROFILE

AREA MANAGER

REVENUE

Key Performance Activity:

- Achieve \$_____ in core recurring monthly revenue for the fiscal year
- Obtain a total of 5% of that revenue in additional project work (both existing and non-existing customers may be targeted)
- Ensure that disposable supplies are being resold to at least 50% of the customers in your account assignment

Key Result:

Achieve total revenue of \$_____ in fiscal year 2022

Comments:

PROFIT

Key Performance Activity:

- Contribute to location total direct labor under _____%
- Complete labor audit on one account per quarter to achieve a 7% account-specific labor reduction
- Manage branch overtime to less than 0.25%
- Ensure branch janitorial supplies are under 2.75%
- Ensure resale supplies are marked up a minimum of 20% at all times
- Price all additional work at a minimum of 40% profit margin
- Know the financial aspects of your account assignment at all times. Take immediate action when profit % is not at desired goal.

Key Result:

Achieve total profit of \$_____ in fiscal year 2022

Comments:

CUSTOMER RETENTION

Key Performance Activity:

- Maintain personal / professional relationships with all accounts. Establish monthly recurring calendar appts for partnership meetings at jobs over \$1,500 in monthly revenue.
- Perform quarterly reviews in ALL accounts
- Address any and all issues with competitive urgency. Everything should be resolved within 24 hours
- Continuously reinforce and increase the value we bring to each customer by selling additional work at a minimum of half of the accounts in your assignment.
- Ensure customers are contractually secure at all times. Have <2 expired contracts at all times.

Key Result:

Maintain a fiscal year total lost / defection rate of < 2%

Comments:

POSITION PROFILE

AREA MANAGER

PROVIDE QUALITY SERVICE & SOLUTIONS

Key Performance Activity:

- Ensure all monthly and quarterly partnership meetings (listed above) are completed.
- Continually evaluate processes and take action with improvement ideas / plans.
- Turn in nomination for 'service excellence award' as requested by HR.

Comments:

SAFETY

Key Performance Activity:

- Ensure the completion of all monthly / periodic safety trainings effectively and on time.
- Continuously preach safety and reinforce the importance of performing job functions safely.
- Make sure PPE is provided in EVERY case that it is required and available when desired (but not required)
- Periodically re-evaluate processes to ensure they are being performed safely.
- Ensure vehicles are maintained and records kept
- Ensure equipment is maintained and records kept

Key Result:

Operate the company safety program to ensure 0 recordables

Comments:

BUILD AND MAINTAIN AN EFFECTIVE SERVICE TEAM

Key Performance Activity:

- Perform at least 2 in-depth interviews per week (even when fully staffed) and maintain minimum criteria for all new hires.
- Ensure new orientation and training procedures are completed on every new hire...without exception.
- Ensure annual reviews are given to every employee on time (before anniversary date).
- Have a succession plan in place for all team lead / floater positions within your account assignment
- Constantly upgrade team to reach 'A' status

Comments:

PERSONAL DEVELOPMENT

Key Performance Activity:

- Attend two training seminars per year - industry or management related
- Read one self or business related book per year
- Openly contribute to meetings and the progression of the branch overall. Become the go-to resource for peers and "obvious choice" for promotion

POSITION PROFILE

HR MANAGER

ADMINISTRATIVE MANAGEMENT

Key Performance Activity:

- Create, deliver and ensure execution of various HR-related processes and procedures that are tailored to our company and business needs. Ensure HR processes are efficient and allow for oversight. Apply IT / software for delivery if possible.
- Prepare and adhere to annual HR related projections / budgets. Provide regular oversight of the budgets and hold reporting HR team members to do the same.
- Prepare and maintain company handbook outlining policies and procedures. Update annually. Use company attorney for any legal areas of documentation.
- Establish and maintain team members records and reports.
- Ensure compliance within all federal, state and local labor laws.
- Oversee recruiting process (recruiter) and all components / results within. Be creative to drive applicants in every market.
- Track and report on all HR-related KPI's included within (and others if desired)

Key Result:

- Work with other departments to ensure HR processes are being executed at all times. Consistently look for better ways to administer HR processes...keeping in mind consistency, the use of technology, and innovation.
- HR expense items under budget on P&L
- Ensure handbook is accurate and up-to-date at all times. Perform annual audit of handbook accordingly.
- Perform annual audit to ensure team member records are current and complete. Move to electronic platform
- Zero non-compliance ratings of federal, state or local laws. This includes OSHA, IRS, etc.
- Average open position time in company not more than five days.
- Monthly staff meeting report. Also, make numbers visual among team as needed to help drive and improve KPIs with operations team.

Comments:

EMPLOYEE AND COMPANY RELATIONS

Key Performance Activity:

- Exemplify our company values and culture at all times. Be a main contributor in helping to permeate company purpose, values and culture throughout the organization consistently.
- Develop ways to show appreciation to our team members through events, incentive contests, games, giveaways, etc.
- Lead company effort to reduce and maintain acceptable turnover levels.
- Work with operations teams to increase company retention rates and maintain them at acceptable levels.
- Establish and maintain performance review plan at all levels of the company
- Develop and maintain a company succession plan at all levels of management (including team members to mgmt.)
- Facilitate company safety program that educates employees, facilitates compliance and creates continuous awareness of accident prevention

POSITION PROFILE

HR MANAGER

- Investigate accidents and potential worker's comp claims within 24 hours and administer next steps accordingly.
- Oversee company health insurance program and strike effective balance between value to employee and cost to company
- Work with all departments to ensure proper termination process is understood and executed at all times.

Key Results:

- Visit each branch or video-conference at least one time per month.
- Work with Branch Managers to perform at least one engagement event per year for each branch. Other methods of engagement at discretion.
- 52-week turnover less than _75_ %
- Maintain retention rate at team member level to greater than nine months, manager level to greater than three years
- Ensure employees receive annual feedback / review of some type. Work with operations accordingly.
- Work with all company departments to keep succession plan up-to-date at all times.
- OSHA recordables less than ___ per year. (1%)
- Worker's comp claims to less than ___ per year. (4?)
- Manage renewal to achieve maximum value with insurance company and effective rollout to team
- Manage EEOC and non-voluntary unemployment claims to 0 per year (odd year this year)

Comments:

STRATEGIC BUSINESS MANAGEMENT

Key Performance Activity:

- Participate in executive meetings and proactively contribute to strategic decision-making in relation to the HR department and to the company
- Deepen knowledge and acumen of other areas of business within the company
- Manage workforce development to help further business goals
- Ensure all HR initiatives are aligned and prioritized with implementation of company strategy and business goals
- Work hand-in-hand with sales, operations, and admin to ensure good and positive relationships

Key Results:

- Shadow a manager from another department twice per year.
- Set timeline goal for SHRM certification

Comments:

PERSONAL DEVELOPMENT

Key Performance Activity:

- Attend two training seminars per year (one in person) - industry or HR management related (prior approval needed before registering)
- Read one self or business-related book per year (suggestion)

Key Results:

- Set timeline goal for SHRM certification

POSITION PROFILE

HR GENERALIST

RECRUITING MANAGEMENT

Key Performance Activity:

- Communicate and coordinate with supervisors and managers to understand employee needs.
- Utilize multiple recruiting efforts (e.g. print, web, career centers, flyers, etc.) to maintain a pool of qualified candidates for every job at any given time.
- Interview, hire, and onboard all employees.
- Career-pathing is developed to ensure supervisors and managers are being raised up within the company.

Key Result:

- All open positions are filled with high-quality employees within 3 business days of the opening.

Comments:

EMPLOYEE RETENTION

Key Performance Activity:

- Increase the quality of candidates hired.
- Develop and implement an effective onboarding and training process.
- Create employee incentive programs that boost moral and retention.

Key Results:

- To the maximum extent of your control, assist operations staff to reduce company turnover to the following:
 - <90% average by the end of 2013
 - <80% in 2014
 - <70% in 2015

Comments:

TERMINATION/DISCIPLINE

Key Performance Activity:

- Oversee all disciplinary procedures carried out company-wide.
- All terminations must be approved by the appropriate district manager and HR before being carried out.
- Ensure that supervisors are trained on discipline procedures, termination, sexual harassment, and other relevant employment law that could result in a claim against the company.

Key Results:

- To the maximum extent of your control, ensure that the company does not lose ANY unemployment, EEOC, or other HR-related claims brought against the company.

Comments:

POSITION PROFILE

HR GENERALIST

ADMINISTRATIVE MANAGEMENT

Key Performance Activity:

- Ensure proper oversight and administration of benefits.
- Assists with the monitoring of company wage and salary structures and variable pay systems (i.e. bonuses & raises).
- Administers and assists in an annual review processes.

Key Results:

- An efficient compensation and benefits program that meets company objectives balanced with promoting maximal employee welfare.

Comments:

PROCESS/POLICY STANDARDIZATION

Key Performance Activity:

- Develop a hiring and recruiting standard operating procedure (SOP).
- Develop an onboarding SOP.
- Review and revise the employee handbook.
- Develop a discipline and termination SOP.

Key Results:

- The written standardization of all key functions within the HR department.

Comments:

SAFETY PROGRAM MANAGEMENT

Key Performance Activity:

- Develop and implement a safety training program.
- Through various methods, work to create a culture of safety throughout the company.
- Perform/oversee safety assessments at customer accounts.

Key Results:

- The written standardization of all key functions within the HR department.

Comments:

ASSET MAINTENANCE

Key Performance Activity:

- Ensure routine maintenance is being performed on all equipment & vehicles.
- Keep maintenance records to ensure completion.
- Make recommendations on long-term decisions regarding assets.

Key Results:

- The written standardization of all key functions within the HR department.

POSITION PROFILE

HR GENERALIST

Comments:

PERSONAL DEVELOPMENT

Key Performance Activity:

- Participate in outside training every six months.
- Accept additional responsibility when the opportunity presents itself.
- Participate in outside professional organizations that will aid in your development and growing the business.
- Use an organization system that will maximize the use of your time.

Key Results:

- Develop and grow as a Human Resources professional.

Comments:

ORGANIZATIONAL RELATIONSHIPS

The Human Resources Generalist reports directly to the company President. Since the role supports numerous levels of the organization (e.g. operations, finance, admin, etc.), positive and harmonious communications must be maintained with the ultimate objective of the company operating in accord with company values, goals, and specifications.

POSITION PROFILE

RECRUITER

RECRUITING STRATEGY

Key Performance Activity:

- Develop trusting relationships while working with hiring managers in recruiting / planning meetings
- Work with HR Manager to develop position profiles and training programs for each position
- Develop a pool of qualified candidates for each high-demand area
- Effectively fill open positions in a timely manner
- Work with HR Manager and President to develop short and long-term recruiting strategies

Comments:

PROACTIVE SOURCING/NETWORKING

Key Performance Activity:

- Locate and build network of hiring sources in each market to help obtain 'ideal' candidates
- Create industry contacts / sources to help in recruiting process
- Maintain regular contact with potential future candidates
- Facilitate advertising program to effectively reach 'ideal' candidates for different areas
- Attend specific relevant job fairs that would help build manager candidate pool

Comments:

ON-BOARDING

Key Performance Activity:

- Perform pre-qualification process for all applicants
- Manage the initial stages of new team member entry in Kwantek on-boarding software
- Ensure all new-hire documents are completed and new-hire orientation / training is effectively administered
- Perform relevant new-hire administrative training for specific positions within company

Comments:

DATA TRACKING

Key Performance Activity:

- Develop recruiting-related metrics in order to track:
 - Time of open positions
 - Turnover / retention rates
 - Cost of hire / turnover
 - Improvement processes
- Consistently monitor recruiting process to determine where efficiencies and positive change may be found

Comments:

POSITION PROFILE

RECRUITER

TECH/ADMINISTRATION

Key Performance Activity:

- Proactively manage different tech-related functions such as LinkedIn, Facebook, Indeed, etc.
- Manage relevant aspects of Kwantek onboarding software
- Develop spreadsheets or other means to display recruiting-related metrics
- Effectively use standard electronic business applications such as email, Microsoft Office, etc.

Comments:

PERSONAL DEVELOPMENT

Key Performance Activity:

- Attend two training seminars per year - industry or management related
- Read one self or business-related book per year (suggestion)

Comments:

POSITION PROFILE

SALES REPRESENTATIVE

NEW SALES

Key Performance Activity:

- Maintain a rolling six month pipeline of \$80,000/month in (50% win probability) prospects at all times. The \$80K must consist of at least 7+ bid opportunities.
- Ensure presentation for all sales opportunities over \$15K to include "Team Approach & Executive Attendance".
- Develop "strong" face-to-face relationship with clients to enable last look and ensure successful contract award.
- Utilize when appropriate, savings in 2nd and 3rd, etc. year of the contract.
- Attend and actively participate in all sales meetings.
- Manage and track telemarketing production.
- Assure feedback from all won/lost bids and use information for continuous improvement (post-mortem).
- Work with outsourced telemarketer group to constantly verify and assure proper information is obtained regarding the quality of customer "pursuits". "Ideal Customers" in the "pursuits" database.
- Personally focus sales efforts on accounts over \$10,000/month in revenue unless otherwise approved by President.
- Develop, obtain approval and focus on top 100 list of "pursuits".

Key Result:

- Achieve total new organic sales of \$1.2 Million (run rate of \$100,000/month) for 2015. This amount will be pro-rated based upon 2015 start date.

Comments:

PROFIT

Key Performance Activity:

- Achieve a minimum profit markup of 20% on all new prospects sold in 2015.
- Adhere to (meet/beat) 2015 Expense Budget of \$_____ as of 12/31/15.
- Identify and solicit strategic markets (location and industries) where higher margins can be obtained.
- Assure involvement of operations management team in all bid opportunities to prevent miscalculations and bid errors.
- Work with clients to negotiate best possible terms in awarded contract, i.e., 30 day payment terms, 3 year contracts, indemnification clause, etc. Gain approval from President for all deviations.

Key Results:

- Achieve a minimum of \$80,000 in profit for 2015. This amount will be pro-rated based upon 2015 start date.

Comments:

CUSTOMER RETENTION

Key Performance Activity:

- Attend all "New Start" meetings for each account sold. Assure and attend with operations to physically walk the account before the "New Start" meeting..
- Required attendance at first operations review meetings with client

POSITION PROFILE

SALES REPRESENTATIVE

- Nurture relationships with clients to assure renewal of contracts and avoid surprise cancellations.
- Support, as needed, re-bids and "accounts at risk."

Key Results:

- Actively support the 100% retention of all new sales during start-up phase.

Comments:

CUSTOMER RELATIONS

Key Performance Activity:

- Tailor presentations to address client concerns ("pain points"). Use Team approach. Determine concerns by soliciting feedback and input from the client.
- Solicit feedback from customers to drive constant and continuous improvement. Learn what we did well and where we can improve the "sales process".
- Rehearse presentations to meet customer time constraints and assure we deliver a quality message and presentation.
- Develop and provide RFP for all prospects, designed to meet our "strengths".

Key Results:

- Deliver quality presentations and innovative service solutions

Comments:

SALES PROCESS

Key Performance Activity:

- Coordinate and control all developmental input required for an effective, timely bid process and presentation process.
- Communicate needs and deadlines across all departments and levels of the organization.
- Plan early and often.
- Develop a well thought out plan and execute accordingly.

Key Results:

- Deliver quality presentations and innovative service solutions

Comments:

PERSONAL DEVELOPMENT

Key Performance Activity:

- Attend 1-2 developmental seminars in 2015 approved by President.
- Attend all targeted trade shows and industry conventions/ events.
- Submit all reports accurately and on time.
- Work in field at night with operations 2 times per year.

Comments:

POSITION PROFILE

CLEANING TEAM MEMBER

SUMMARY/OBJECTIVE

The Cleaning Team Member performs janitorial work in offices, warehouses, industrial areas and other building interiors.

COMPETENCIES

- Performing cleaning duties at a maximum quality level
- Perform work within production time budgets and supply budgets
- Keep equipment clean and in good operating condition
- Follow all safety rules and participate in company's safety program
- Project a professional image and maintain good customer and public relations
- Adhere to company rules, policies, and operating procedures
- Orientation towards teamwork in certain locations/working as a part of a team
- Reports to the site supervisor any equipment breakdowns, unsafe conditions, customer complaints and any other problems that may occur
- Adhere to tardiness and absenteeism policy

QUALIFICATION REQUIREMENTS

- To perform this successfully, an individual must be able to perform each essential duty satisfactorily. Must have dependable transportation or be able to get to and from the job site scheduled.

LANGUAGE SKILLS

- Ability to read a limited number of two and three syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences in English.

REASONING ABILITY

- Ability to apply common-sense understanding to carry out one or two-step instructions. Ability to deal with standardized situations with only occasional variables.

PHYSICAL DEMANDS

- The physical demands described here are representative of those which must be met by a team member to successfully perform the essential functions of the job.
- Must be able to perform manual tasks requiring strength and be in good physical health.

PHYSICAL DEMANDS

- The physical demands described here are representative of those which must be met by a team member to successfully perform the essential functions of the job.
- Must be able to perform manual tasks requiring strength and be in good physical health
- While performing the duties of the job, the team member is continuously required to reach with hands and arms. The team member continually is required to stand, step, walk, stoop, kneel, crouch and bend. The team member is repetitively required to use hands and fingers, to handle objects and equipment and to push and pull, to climb and balance and to talk and hear. The team member must repeatedly lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Specific functions include (but not limited to):
 - Sweeps, mops and vacuums multiple floor surfaces using industrial vacuums (including backpack style vacuums) and mops
 - Occasionally uses ladders, to reach higher areas to dust/clean

POSITION PROFILE

CLEANING TEAM MEMBER

- Moves boxes, furniture, crates and equipment to clean areas. May remove stains from surfaces using chemicals and cleaning solutions
- May also sweep walks or perform other seasonal tasks
- Cleans and sanitizes bathrooms
- Cleans sinks, countertops, microwaves and refrigerators in break rooms
- Restock supplies in bathrooms, break rooms and common areas
- Empty all trash cans and replace liners, cleans receptacles, as necessary
- Dusting and cleaning office desks and furniture
- Proper labeling, dilution and use of all chemicals
- Wearing proper personal protective equipment at all times
- Maintain janitor closet in clean, organized and safe manner

WORK ENVIROMENT

- The work environment characteristics described here are representative of that which team members encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the team members occasionally work near moving mechanical parts and are occasionally exposed to toxic or caustic chemicals, risk of electrical shock and vibration. The noise level in the work environment is usually moderate.
- While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from a particular job and to assign other duties as necessary.