

POSITION TITLE: Facility Custodian	DEPARTMENT: Engineering
REPORTS TO: Engineering Manager	FLSA DESIGNATION: Non-Exempt
DATE WRITTEN/REVISED: 06/12/2018	HR APPROVAL/DATE: QA APPROVAL/DATE:

JOB SUMMARY:

Facility Custodians perform housekeeping and janitorial duties to maintain offices, warehouse areas, manufacturing access corridors, stairwells, common areas, grounds, and public areas in presentable, clean, and orderly operating condition. Responsible to ensure that facility and grounds are properly maintained and accessible.

Performs and documents cleaning and refuse removal duties as scheduled and as required to maintain a clean facility.

DUTIES AND RESPONSIBILITIES:

- Cleans offices, store rooms, hallways, lobbies, lounges, corridors, elevators, stairways, and other work areas. Cleans and restocks restrooms and hand washing sinks. Cleaning activities include:
 - Floor cleaning, refinishing, and polishing (sweeping, mopping, scrubbing, stripping, waxing, and buffing)
 - Floor cleaning (may include mopping, sweeping, polishing)
 - Carpet cleaning (dry method, extraction, steam and bonnet)
 - Window Washing
 - Cleaning (vacuuming) carpeting
 - Cleaning air-conditioner vents
 - Spot cleaning (spills)
 - Sanitization
- Removes trash and empties recycling bins from offices and other work areas. Washes bins as needed.
- Maintains driveways, parking lots, and walkways by removing debris and litter.
- Performs minor preventive and repair maintenance activities. Includes general building maintenance and upgrades, troubleshooting and repair duties of low complexity such as carpentry, painting, plumbing repairs, etc., as assigned. Monitors and replaces light bulbs as needed.
- Operates industrial floor scrubbing, floor cleaning, vacuuming, buffing, and lawn equipment, various hand and power tools, dollies and hand trucks
- Performs minor plumbing maintenance (e.g. replacement or repair of leaks in drains and faucets, unclogging of drains, replacing drain hoses on washers and similar devices, etc.).
- Coordinates and assists with departmental and employee moves. Assembles, dismantles, moves and installs furniture. Hangs signs, pictures, shelving, bulletin boards, etc. as needed. Transports

goods, computers and equipment as assigned. Reconfigures, installs, positions, and remounts modular offices and space.

- Performs routine maintenance on all equipment used.

SUPPORTIVE FUNCTIONS

In addition to performance of the essential functions, this position may be required to perform a combination of the following supportive functions, with the percentage of time performing each function to be solely determined by the manager based upon the particular requirements of the plant:

- Responsible for participation in internal plant audits.
- May perform maintenance of lawns and planting; cutting grass, trimming, raking leaves, planting, pruning, etc.
- Promotes safe operating and working procedures.

SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES

The individual must possess the following knowledge, skills and abilities and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills, and abilities:

- Must have legible handwriting, and the ability to perform basic documentation.
- Must be organized and capable of following instructions.
- Must be able to work in a methodical and organized fashion.
- Must be able to perform minor carpentry, repairs, painting, plumbing, etc.
- Must be able to use tools, materials, and equipment used in the maintenance trade.
- Must be able to follow oral and written instructions.
- Must be able to work in a self-directed manner with minimal direction and oversight.

PHYSICAL DEMANDS

- Must be flexible in terms of working hours to meet requirements of position.
- Must be able to fit and wear respiratory, hearing, gowning and other personal protection as required for entry and work in Unipharma facilities.
- Must be able to sit, walk, and/or stand for a minimum of 8 hours per day.
- Must be able to exert well-paced ability in limited space and to reach other locations of the plant on a timely basis.
- Vision occurs continuously with the most common visual functions being those of near and color vision and depth perception.
- Must be able to bend, stoop, squat and stretch to fulfill maintenance and cleaning tasks.
- Must be able to lift up to 50 pounds.

TRAINING

The Facility Custodian must be trained on the following specific SOPs before performing GMP related documentation or plant related tasks:

SOP	Title
0.100	SOP on SOP's
0.101	Document Control
0.102	Change Control
0.103	Training Program, Qualification, and Development (Includes cGMPs)
0.104	Pharmaceutical Documentation
0.105	Personnel Practices
0.106	Hand Washing

The Facility Custodian must be trained on specific SOPs and documentation before performing documentation or other tasks relevant to each procedure. Relevant SOPs are found in the following sections.

Section	Title
~ Section 11 - Safety ~	
~ Section 12 - Facility Cleaning and Sanitization ~	

QUALIFICATION STANDARDS

Education:

High School Diploma or equivalent preferred with legible handwriting.

Experience:

Two years of experience preferred.

Grooming:

All employees must maintain a neat, clean and well-groomed appearance per Unipharma standards.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

Relevant position titles:

Janitor

Custodian

Facilities Technician