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## Custodian and Groundskeeper

June 7, 2021  
Job Description

### **Overview:**

The Custodian and Groundskeeper maintains the cleanliness inside and grounds outside to a high standard for our employees and guests.

### **Superior Performance Objectives:**

- Inside of the building is always clean and organized
  - Bathrooms are clean and stocked with paper towels, toilet paper, and handwashing soap.
- The grounds and landscaping are always well groomed
- Willingness to help out on store runs or other errands
- Clear communications with management
- Positive peer 360 Degree Survey results.

### **Qualifications:**

- Hard worker
- Likes to keep things clean and organized
- Enjoys working both inside and outside
- Can take care of and perform minor maintenance on cleaning and mowing equipment.
- Positive, team-oriented attitude
- Excellent organization and prioritization of daily tasks and projects

### **Attributes:**

- Self-starter
- Attention to detail
- Takes pride in the beauty of our building and grounds
- Proactively identifies issues and gets them fixed
- Responsive to specific requests.
- Positive, Energetic, and Optimistic
- Comfortable operating independently
- Works well with others on the Artistic team.

### **General Duties:**

- Inside:
  - Cleans and stocks the restrooms
  - Cleans the production epoxy floor
    - 1. Touches up the paint in scratched areas
  - Helps clean the production floor equipment
  - Replaces light bulbs
  - Vacuums and dusts in the office spaces
  - Organization and labeling of the production floor workstations
  - Empties the trash
  - Helps with Shipping and Receiving
  - Painting

- General repairs
- Setting up and reconfiguring workstations
- Maintenance
- Assembling new office furniture
- Wash /clean windows
- Restocks the vending machines
- Outside:
  - Cuts the grass
  - Trims and edges
  - Maintains the landscaping beds
    - 1. Weeds if necessary
    - 2. Watering
  - Shovels snow off of sidewalks if required
  - Picks up litter
  - Painting
  - General repairs
  - Shovel snow off the sidewalks
  - Maintenance
  - Fertilizes the grass (weed and feed)
- Run errands
  - Make deliveries in our Box Truck
- Help clean our box truck
- Other duties as assigned
- During dwell periods help out the Production Associates
- Safety equipment is in good working order (Fire Extinguishers)
- Be a great team player and contributor.
- Participate in corporate social events

### **About Artistic Composite Pallets:**

Artistic Composite Pallets produces industry leading, automation ready, creative, and inspiring composite pallets using world class engineering, cutting edge manufacturing, and inspiring imagery.

To meet these goals, we provide a work environment that our people are proud of and committed to, where all employees have an opportunity to contribute, learn, grow, and advance based on merit. We ensure our people feel respected, are treated fairly, listened to, and are engaged. Above all, we want satisfaction from accomplishments and friendships, blended personal and professional lives, and to have fun as we compete in the marketplace.

In addition to exciting work at a growing company, we offer the following benefits:

- Health, Dental, and Vision Insurance
- 401(k) Retirement Plan with a company match
- Vacation / Holiday Pay
- Tuition Reimbursement
- Volunteer Work
- Company Social Events



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