

KVK Tech	<b>Employee Job Description</b>
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**1. Employee details:**

First Name		Middle Initial		Last Name	
Hire Date		Department	Maintenance		
Location	110 Terry 100 Campus 38 Cabot	Job Title	Custodian	FLSA Status:	Non-Exempt
Role	N/A				
Sub role (If any)	N/A				

**2. Role Purpose:**

Maintain and clean our facilities. The external and internal appearance of a building reflects on the occupants. It is important for a custodian, to be careful and thorough in working, cleaning and tidying the premises, and address any areas where there has been a spill or leak, which could lead to a potential accident.

**3. Key Duties & Responsibilities:**

- Follow cGMP policies, procedures, and training.
- Cleaning of all offices, conference rooms, breakrooms, restrooms production and laboratory areas, including but not necessarily limited to dusting and wiping of all countertops, chairs, bookshelves, window sills, door frames and doors within the facility.
- Mop up or dry vacuum any spills of water, glycol, or other liquids in common use in the factory.
- Place safety signs when cleaning floors or rooms to make co-workers aware of any hazards.
- Remove trash from all waste baskets, trash cans and shredders.
- Scrub, mop and disinfect all hard surfaces in the restrooms, breakrooms and office areas.
- Spot clean and vacuum all carpeted areas within the facility.
- Keep bathrooms clean and free of debris.
- Clean all glass, mirrors and hardware
- Keep breakrooms clean and free of debris in particular, tables, chairs, microwaves, refrigerator, sinks, countertops and floor.
- Follow all cGMP (current Good Manufacturing Guidelines) policy and procedures.
- Adhere to proper uniform and personal protective equipment requirements.
- Immediately report and safety or Maintenance issues to Associate Director of Engineering/Packaging.
- Maintain regular attendance
- Other duties as assigned
- Comply with FDA guidelines/Company Policies of Data Integrity

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**4. Typical Supervisory Responsibility:**

N/A

**5. Education/Technical Competencies/ Certifications/ Licenses:**

Technical competencies	<ul style="list-style-type: none"> <li>• Proven experience as custodian, janitor or in a similar role</li> <li>• Knowledge of use and maintenance of industrial cleaning equipment and appliances</li> <li>• Knowledge of safe disposal of chemical liquids and other hazardous components</li> <li>• Familiarity with basic landscaping and handyman practices</li> <li>• Attention to detail and conscientiousness</li> <li>• Very good physical condition and strength</li> </ul>
Education/Certifications/Licenses/Other	<ul style="list-style-type: none"> <li>• High school diploma is preferred but not required</li> </ul>

**6. Physical Demand and Work Environment:**

a. Physical demands:

While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

b. Work environment:

N/A

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