



October 9, 2020

JOB OPPORTUNITY

Custodian I

**Monroe location-1 replacement position available
Posted to internal employees and outside applicants**

PURPOSE OF POSITION:

To provide the cleaning and maintenance of Walton EMC's buildings and grounds.

QUALIFICATIONS:

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Require the satisfactory pass of Walton EMC's employment entrance examination and drug screen.

EDUCATION AND EXPERIENCE:

Require High School Graduate/Equivalent. Prefer a minimum of one year's experience in general building maintenance, cleaning procedures and lawn care. Require ability to be proficient in the use and care of lawn and garden tools, minor repair work on buildings and the custodial equipment; to proficiently use building maintenance tools and equipment; to effectively perform duties without direct supervision and work irregular hours.

LANGUAGE SKILLS:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Require the ability to have and maintain a valid Georgia Driver's License

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; high precarious places and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually moderate. Outside work with exposure to adverse elements of weather, strenuous physical work; require flexibility to work overtime on short notice, flexibility to work during emergency situations.

WORKING RELATIONSHIPS:

Internal: Two-way communication with immediate supervisor for direction, instruction and to provide progress on work assignments.

External: Demonstrates an awareness that the job exists to effectively serve each and every member, and at every opportunity to achieve increased member and public understanding for support of the cooperative.

This position is a non-exempt Grade 1203. Minimum salary is \$16.22 per hour.

Applications will be accepted until 4:30 p.m., Friday, October 16, 2020. Internal applicants may apply by written internal application with the Human Resources Department. Outside applicants may apply by written application at the Monroe, Snellville, or Watkinsville Office. May fax resume to 770-266-2544, or email to careers@waltonemc.com. Contact Human Resources with any questions.

**WALTON ELECTRIC MEMBERSHIP CORPORATION
CUSTODIAN I
EXECUTIVE DEPARTMENT
LEVEL 1203**

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are the essential duties of this position and do not include marginal functions that are incidental to the performance of fundamental job duties. The scope and duties of a given position may change or be temporarily altered based on the business needs of Walton EMC. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

- I. Maintain cleanliness and physical condition of buildings and grounds, as assigned by immediate supervisor.
 - A. Daily clean and provide adequate supplies in all assigned rest rooms.
 - B. Sweep, mop and buff all tile floors to established standards, per established schedule.
 - C. Daily vacuum carpet and clean spots, as necessary.
 - D. Clean all inside window surfaces in assigned areas; clean washroom and walls.
 - E. Replace broken or stained ceiling tile, as needed.
 - F. Empty all assigned recycle cans, biweekly; replace liners, as required.
 - G. Fertilize and trim/cut all assigned lawn areas, trees, shrubs and flowers to established standards, in accordance with seasonal schedules.
 - H. Pick up and remove all paper, trash and other debris from ground a minimum of every other day.
 - I. Maintain all facilities and work areas in accordance with safety standards.
 - J. Replace all bulbs in light fixtures, as needed.
 - K. Make minor repairs to office furniture and fixtures.
 - L. Maintain supply room in an orderly manner.
 - M. Make requisitions for needed maintenance supplies and receiving records for cleaning supplies.
 - N. Transport recycle materials to recycle center upon request.

II. Provide custodial assistance for meetings.

A. Set up auditorium and employee's meeting rooms for special meetings of members, civic groups and employee meetings.

III. Ensure proper care of assigned tools and equipment.

A. Ensure the equipment is not abused when in employee's custody.

B. Perform routine preventive maintenance in accordance with established standards and schedules for all equipment.

C. Perform routine repairs, as necessary.

IV. Ensure access to buildings by employees and consumers.

A. Open lobby entrance doors and raise the flag daily.

B. Close and lock all lobby entrance doors, auditorium doors, and storage area doors; and lower flag daily.

C. Remain observant for any and all violations of security at all times.

D. Report all actual and/or possible security violations immediately.

01/2020