



ESBENSHADE'S GREENHOUSES, INC. JOB DESCRIPTION

Title: Custodian, Maintenance

Department: General Labor

Reports to: Store Manager

Classification: Permanent, Full to Part Time

Location: Lititz

DESCRIPTION:

The custodian is expected to keep the retail store (inside and out), offices, restrooms, parking and landscaped areas in a neat, clean and presentable fashion. They will assist with simple repairs and routine maintenance of the building, grounds and facilities. They will be expected to maintain balanced and open lines of communication with co-workers and management and to keep a professional appearance and positive interaction with all customers.

DUTIES AND RESPONSIBILITIES:

- Sweep or dust mop all floors in the garden center daily or as needed.
- Clean restrooms in the retail store and the wholesale operations, including floors, sinks, toilets, restocking and trash daily or as need to maintain proper appearance.
- Empty all trash cans in the store, warehouse, restrooms and offices daily or as needed.
- Mop all tile flooring in the garden center every other day or as needed.
- Sweep and vacuum office floors every other day or as needed.
- Empty cardboard compactor as needed.
- Maintain the front of the store, parking lot and landscaped areas to keep a clean and neat appearance.
 - Picking up any trash
 - Pulling or spraying any weeds
 - Mowing and trimming grass areas (possibly done by others)
- Assist with simple maintenance and repairs on building and with other needs throughout the store.
 - Repair broken PVC watering lines, hoses, wooded display tables, products, etc.
 - Replace HVAC air filters
- Assist with snow removal around entrances and exits of the store.
- Ability to drive company van to delivery, pick up and transport products and supplies for the store and company events.
- Ensure good communication with customers, employees and management.
- Must be tolerant, tactful, cheerful, sincere, polite, honest, encouraging and accommodating.
- Must be adaptable to changing priorities and varied responsibilities.
- Willingness to do duties assigned by your supervisor or management personnel.
- It is mandatory that all employees obey safety rules and to exercise caution in all their activities.

EXPERIENCE AND REQUIREMENTS:

- Simple custodial, maintenance, repair and carpentry skills helpful.
- Valid Pennsylvania driver's license with no major offenses or violations.

TIME REQUIREMENTS:

- Position will work Monday through Friday with varied morning to afternoon hours.
 - Starting before we open and continuing until all tasks are completed
 - Estimated 30 – 40 hours a week.
- Ability to work the occasional Saturday or evening for store events. (4 or 8 times a year)

PHYSICAL REQUIREMENTS:

- Must be able to lift heavy objects. (Up to 40 lbs. pounds)
- Must be able to work in the following environments; dust, heat, coolness and high humidity.