TITLE: Shop Custodian

REPORTS TO: Service Manager

POSITION INFORMATION:

The Shop Custodian maintains a safe, clean working environment for all dealership employees and customers.

DUTIES AND RESPONSIBILITIES:

*(Dealer: For each job function, check ''E'' if it is essential in your dealership or ''M'' if it is marginal.)*

Daily:

E( ) M( ) Sweep all shop floors in the service department and body shop.

E( ) M( ) Sweep each technician's stall when empty.

E( ) M( ) Empty inside and outside trash drums.

E( ) M( ) Scrub floors when possible.

E( ) M( ) Spot-clean painted walls.

E( ) M( ) Sweep halls, Foreman's office, and vending areas.

E( ) M( ) Assist Technicians with oil and water spills and with emptying drain tubs.

E( ) M( ) Properly dispose of used oil filters after draining.

E( ) M( ) Clean hand rails in shop.

E( ) M( ) Pick up rags.

E( ) M( ) Return cores to storage area.

E( ) M( ) Run errands as directed by Foreman.

E( ) M( ) Properly store saddles and decking material.

E( ) M( ) (Day Custodian:) Take mail to post office and pick up morning mail. Take afternoon mail to post office before going home.

Weekly:

Monday:

E( ) M( ) Clean oil storage tanks.

E( ) M( ) Pressure-wash hall mats.

E( ) M( ) Salvage grease from all partially emptied drums. Move to another drum.

E( ) M( ) Clean driver's lounge.

E( ) M( ) Mop hall from shop to general office.

E( ) M( ) Mop and clean Technicians' locker room.

Tuesday:

E( ) M( ) Wash windows in Foreman's office, service advisor's office, driver's lounge, and in overhead doors.

E( ) M( ) Wash door glass in service advisor's office.

Wednesday:

E( ) M( ) Clean vending machines.

E( ) M( ) Clean drain in steam room.

Thursday:

E( ) M( ) Clean all signs and posters.

E( ) M( ) Empty drum in Technicians' locker room.

Friday:

E( ) M( ) Clean steam room floor and walls.

E( ) M( ) Wash shop truck, inside and out.

Monthly:

E( ) M( ) Clean yard equipment.

E( ) M( ) Clean fork lift.

General:

E( ) M( ) Understand and comply with OSHA right-to-know and other federal, state and local regulations.

E( ) M( ) Be trained in the proper operation of the fork lift.

QUALIFICATIONS:

Neat appearance. Stable work history.

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WORKING CONDITIONS:

The Shop Custodian's position is a physically demanding one. S/he moves throughout the dealership for the entire shift sweeping, cleaning, emptying barrels, operating a fork lift and other machinery, and washing vehicles. Will work outside occasionally. Will lift up to 50 pounds several times during each shift. Will be exposed to noise, vibration, dust, exhaust fumes, and other hazardous and nonhazardous materials.

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NOTE:

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the dealership reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel, work load, rush jobs, or technological developments).

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the dealership has a similar right.

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Employee's Name Employee's Signature Date

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Supervisor's Name Supervisor's Signature Date

We are an Equal Opportunity Employer