



Job Description

Job Title: Seasonal Custodial/Courtesy Clerk

Department: Maintenance

Reports To: General Manager and/or Assistant Manager

Pay Range: \$16.50-\$18.50

General Purpose of the Job:

The general purpose of the Seasonal Custodial/Courtesy Clerk is to ensure that the store is kept clean, tidy, and presentable for customers as well as perform regular maintenance tasks and assist with repairs as needed.

Essential Job Duties and Responsibilities:

- Gathers and disposes of trash throughout the store.
- Assists to keep boxes stocked at registers.
- Maintain restroom cleanliness and stocking of supplies as needed.
- Retrieve shopping carts from the parking lot.
- Keep bulk area clean and crumb-free as needed.
- Keep bagged ice stocked.
- Respond to calls for "clean-up" as they occur.
- Assist customers with questions as able.
- Maintain cleanliness in back rooms as well as on the store floor.
- Maintain outdoor premises around building, picking up trash and keeping the sidewalks clear.
- Maintain the cleanliness of the employee and customer parking lots.

Supervisory Responsibilities:

This position has no supervisory responsibility.

Education and/or Experience:

No Education requirements

Janitorial/Maintenance related work experience preferred.

Certificates, Licenses, Registrations:



- Valid Driver's License or Photo ID
- Social Security Card
- U.S. Passport (to substitute for Photo ID & SSC if needed)
- WA State Food Handlers Certificate (must have upon starting date)

Qualifications:

- Self-Motivated
- Punctual/Good Time-Management
- Reliable
- High cleanliness standards
- Friendly
- Organized

Physical Demands:

Physical Demands of the position include walking, standing, kneeling, crouching, reaching and use of your hands. Additionally, the ability to lift up to 50lbs.

Additional Information:

Schedules may differ upon season and business changes. Flexibility in your availability may be necessary for proper coverage or business needs.

Country Aire is an at-will employer and may terminate the employment relationship at any time, without cause, and with or without notice.

****Please sign below to acknowledge job requirement's****

I, _____, have read and accept the terms of the position.

X _____

(Employee's Signature)

Date: _____

Manager's Signature: _____