



# JOB DESCRIPTION:

# Facility Attendant

REPORTS TO: Facilities Manager

FLSA CLASSIFICATION: Full-time, Non-exempt

DATE REVISED: January 2024

DEPARTMENT: Facilities

## SUMMARY

Swamp Rabbit Cafe and Grocery is a mission-driven business passionate about being a force for good for the community. Our mission is to buy, sell, and cook with fresh, local food and to provide a community space where people come together to celebrate meals. We envision a community that supports a just and sustainable food system that allows small local farmers to thrive. As we grow our team, we seek individuals that believe in our mission and are invested in making our vision a reality.

Swamp Rabbit Cafe and Grocery is a showcase for local farmers and food artisans. We buy from over 300 local producers to provide the community with a convenient and fun connection to those producers. We know every farm and every product has a story and we strive to tell the story while maintaining the high quality selection and competitive pricing. The Swamp Cleaner has the responsibility of serving all departments to make sure customers receive the most pleasant experience possible. The Swamp Cleaner is key to maintaining the high level of Swamp Standards- customer service starts with cleanliness.

## ESSENTIAL JOB FUNCTIONS

- Maintains a regular cleaning and sanitizing schedule for the store including, tables, bathrooms, floors, etc. according to a set route
- Maintains a regular cleaning and sanitizing schedule for all store restrooms (every 2 hours)
- Sanitizes and returns shopping baskets and carts to assigned locations in store
- Assists general Facilities priorities by completing projects around the store
- Promptly responds to and cleans urgent spills or hazards that may be dangerous to customers and staff
- Cleans and organizes children's toys and high chairs, games and other entertainment items in Shed and Playground
- Assist other departments in taking out cardboard and garbage
- Actively maintains the cleanliness of outside eating areas and assists with organizing the children's play area
- Ensures a polished and clean look by picking up garbage outside the building and around the property
- Performs weekly deep cleaning tasks such as cleaning out staff fridge and cleaning various fixtures throughout the store
- Monitors and fills cleaning supply levels in designated areas
- Performs additional cleaning tasks such as cleaning up spills, dusting, vacuuming, wiping walls and glass cleaning
- Performs opening/closing tasks such as sweeping, mopping, wiping tables, polishing glass surfaces, wiping windows, cleaning bathrooms, taking out trash, compost and recycling for all departments.
- Fosters urgency and care to promote workplace and customer safety
- Assists customers when on the floor by greeting and finding answers to questions
- Takes direction and performs duties assigned by Management and/or SRCG Leadership Team
- Assists fellow employees as needed

## JOB REQUIREMENTS

- Must be 16 years or older
- Must be available on the weekends
- Must be able to work in varying outside temperatures and periodically work in environments with temperatures below 32 degrees F
- Must communicate by Paylocity, Slack, and email
- **Must wear closed-toe, slip resistant shoes with a Coefficient of Friction rating between 0.54 and 0.76. Coefficient of Friction rating is the measure of traction for slip resistant shoes and generally shoes labeled for commercial kitchen use fall into this category (examples of brands include but are not limited to Tredsafe, SafeTStep, Skechers for Work).**
- Must adhere to all SCDHEC food safety requirements including following rules of cooling and storing food properly when applicable
- Is an active part of the Swamp Team so adheres to high standards of service, quality, and presentation
- Takes initiative to help any area of the business if possible
- Performs other tasks as assigned and requested. It is understood that every incidental duty connected with operations detailed in this job description are not always specifically described. Employees may be required to perform duties not within their job description as requested



at the discretion of SRCG Management.

### ESSENTIAL SKILLS AND EXPERIENCE

- Must possess a passion for local food and an interest in telling the story behind it.
- Must conduct oneself in an honest, professional and respectful manner at all times.
- Must possess a love of people, interact with people well, and possess a desire for excellent customer service.
- Able to take direction, work independently, and as a member of a team, and able to create working relationships.
- Able to interact with employees and customers in stressful situations and/or conflict in a non-threatening and redemptive way.
- Must be highly motivated, hard working, and possess a positive, enthusiastic attitude.
- Must pay attention to details, be organized, and able to handle multiple priorities simultaneously.
- Must have problem solving skills, be flexible, creative, and able to adapt to change when required.
- Must possess good interpersonal skills and communicate well verbally and in writing.
- Must have reliable transportation and report for work in a timely manner.

### ESSENTIAL SAFETY SKILLS - WORK ENVIRONMENT

SRCG requires that PPE (Personal Protective Equipment) such as safety shoes, gloves, etc. be used or worn by employees whenever workplace hazards are discovered that could damage any part of the body to eliminate and/or reduce the hazards employees face in their daily job duties. **PPE will not be used as a substitute for safe work practices, machine guards, or other controls. PPE is to be used in conjunction with these controls to increase employee protection.**

### ADA COMPLIANCE

SRCG is an Equal Opportunity Employer. ADA requires the SRCG to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

### ADA GUIDELINES- PHYSICAL DEMANDS

Stand:	Constantly	Reach Out/Above Shoulder:	Frequently	Lift 20 pounds or less:	Frequently
Walk:	Constantly	Ascend/Descend Stairs/Ladders:	Frequently	Lift 20-50 pounds:	Frequently
Sit:	N/A	Squat or Kneel:	Constantly	Lift 51-100 pounds:	Occasionally
Handling:	Constantly	Bend:	Constantly	Lift > 100 pounds:	N/A

### DEFINITIONS

N/A- Not Applicable	This activity is not applicable to this position
Occasionally	Occupation requires this activity 33% of the time (0 - 2.5+ hours a day)
Frequently	Occupation requires this activity 33% - 66% of the time (2.5 - 5.5+ hours a day)
Constantly	Occupation requires this activity more than 66% of the time (5.5+ hours a day)

### PAY AND BENEFITS

- Pay starts at \$13.50 hour
- Wage increase available if exceeding requirements
- Higher hourly wages on Sundays
- Comprehensive benefit package including health, dental, and vision insurance (available to full time employees)
- HSA contributions for eligible health plans
- Paid Time Off (available to full time employees)
- Sabbatical program for all employees
- Other benefits include 20% Swamp discount, free shift meals, Employee Assistance Program and discounted bike share program

*SRCG has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent an expressed or implied contract of employment nor does it alter your at-will employment, and SRC&G reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.*

The Swamp Rabbit Cafe And Grocery is proud to be an equal opportunity employer. This is not a contract. No information in this document will alter the at-will employment relationship. Position is open until filled.



Interested candidates should complete an **APPLICATION HERE**.