



JOB DESCRIPTION BUILDING SERVICES ASSOCIATE

Department: Operations
Division: Revolv Manufacturing
Reports to: Plant Manager
Date Revised: 3.21.2022

POSITION SUMMARY:

Building Services Associate will maintain an organized and clean facility. Flexible schedule.

SUPERVISORY RESPONSIBILITIES:

- None

PRIMARY DUTIES AND RESPONSIBILITIES:

- Trash Collection
- Dusting, vacuuming and mopping
- Organization and stocking of supplies
- Recommend repair needs for plant
- Promote positive and productive working environment
- Other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to follow instructions
- Communicate effectively
- Good organizational skills, self-motivated, flexible, and able to prioritize

MINIMUM QUALIFICATIONS EDUCATION AND EXPERIENCE:

- High school diploma or equivalent experience

ACKNOWLEDGEMENT

This position description does not constitute an employment agreement between Revolv Manufacturing and the employee and is subject to change by Revolv Manufacturing as the needs of Revolv Manufacturing and requirements of the job change.

Revolv Manufacturing is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. Revolv Manufacturing will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Revolv Manufacturing.

Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____ Date _____

Printed Name _____

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In an average hour work day, this job requires: (Check full capacity for each activity).

	(number of hours)							
Sit	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
Stand	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
Walk	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input checked="" type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8

On the job you:

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
Bend/Stoop/Squat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climb Heights/Ladder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach above shoulder level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crouch/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Push/Pull/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

On the job you lift/carry:

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
Up to 10 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11-24 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-34 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This job requires:

	Yes	No	Comments
Working on unprotected heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Being around moving equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On the manufacturing floor
Exposure to marked changes in temperature or humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On the manufacturing floor
Exposure to dust, fumes and gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On the manufacturing floor
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to elevated noise levels for extended periods of time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	On the manufacturing floor
Exposure to cleaning chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment (copier, computer, telephone etc.)
Use of hands for repetitive action	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Extensive computer keyboard use

ACCEPTANCE STATEMENT

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Controller at Revolv Manufacturing. If employed, I certify that I can and will perform the primary duties and responsibilities of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Acknowledgement of Review

I acknowledge that I have read the information presented above and I understand the expectations set forth hereto.

Employee Signature

Date

Revolv Manufacturing Supervisor Signature

Date