



Environmental Services Tech

Department: Sanitation

Classification: Full-time or Part-time, Hourly

Reports To: Facilities Manager



ALL ABOUT LAKE CHAMPLAIN CHOCOLATES

Born from a dare to do better, we at Lake Champlain Chocolates are driven by our passion to change the world one delicious piece of chocolate at a time. Since the first truffles we made in 1983 to our Five Star Bars® rolling off the line today, our goal has always been about combining creativity and craftsmanship, while sourcing only the best ingredients to create premium chocolate that is truly unforgettable. We infuse passion, integrity, and an unrivaled commitment to community in everything we do to make the world a better and more joyful place. Every employee's contributions make our company what it is today: a warm, welcoming, inclusive and successful certified B Corporation® committed to being a force for social and environmental good. We are committed to making a positive impact on our local and global communities through the choices we make sourcing materials and while operating our facilities and stores. Our community of employees work hard, care about each other, care about the integrity of our products, and share a passion for delicious confections.

POSITION PURPOSE – WHAT YOU WILL DO

As Environmental Services Tech for Lake Champlain Chocolates, you'll be responsible for cleaning and maintaining our main factory and office building in Williston, Vermont. This includes equipment, fixtures, and furnishings. You'll perform routine environmental maintenance including vacuuming, sweeping, and mopping floors; dusting; washing walls, doors, and windows; and emptying trash. You will perform minor preventative maintenance and minor repairs. You'll assist Maintenance and QA as needed and report major repair and maintenance needs. You may also assist with snow removal.

THE WHEN AND WHERE

Your regular schedule will be full-time or part-time at _____ hours each week in our clean, vibrant factory space in Williston, Vermont. Overtime and some weekend hours may be required during our peak seasons. We value your health & wellness, so we offer many programs to keep employees healthy & engaged & recognize them for the important work that they do.

YOUR RESPONSIBILITIES AND CONTRIBUTIONS

ENVIRONMENTAL MAINTENANCE

- Vacuums, sweeps, and mops floors.
- Washes and dusts walls, tables, doors, light fixtures, vending machines and windows.
- Cleans and disinfects toilets, urinals, showers, tile floors, and other fixtures.
- Fills soap, toilet paper, and towel dispensers regularly.
- Empties trash containers as needed. Maintains waste receptacles and ensures that they are clean.
- Picks up litter (inside and outside) as necessary.
- Completes snow removal as needed.
- Sets up rooms and areas for meetings and activities.

COORDINATION

- Assists Company personnel and service providers as needed.
- Keeps management informed of area activities, any significant problems, and maintenance concerns.

- Attends and participates in meetings as required.
- Completes required paperwork and checklists of area cleaning and maintenance.
- Maintains courteous, professional relations with clients and the general public to uphold the reputation of the LCC brand.
- Performs related duties and specialty tasks as required or assigned.
- Maintains facility security.

SUCCESS FACTORS FOR THIS ROLE

- Building facilities and equipment are clean, neat, and well maintained.
- Cleaning and maintenance functions are safely and timely completed in accordance with established standards, schedules, and procedures.
- Maintenance needs and problems are promptly identified and resolved or reported.
- Maintenance functions are well coordinated with Company operations. Assistance is provided to other personnel as needed.
- Management is appropriately informed of area activities and of any significant problems.
- Effective, courteous relations exist with Company visitors, vendors, and clients.

WORK ENVIRONMENT

- Must be able to work at a desk and use all job-related computer hardware and software.
- Must be able to exert up to 20 lbs. of force occasionally, 10 lbs. frequently.
- Understand that worker and food safety is the responsibility of every employee and always work in a safe manner.
- Exemplify company values and look for ways to reduce, reuse and recycle.
- Strive to continually improve our processes and reduce our environmental impact.
- Be positive, cooperative, and professional with all employees, consumers, and vendors.
- Ability to follow directions and ask clarifying questions when unclear in order to master your role.

WHAT LCC OFFERS – OUR CULTURE

- An inclusive workplace where diversity is championed
- Excellent health, dental, vision and 401K plans
- Ample paid time off
- Competitive compensation with eligibility for annual pay increases
- Wellness benefits such as chair massages, monthly healthy snacks, and recognition lotto
- An abundance of free chocolates, daily

As a community, we expect and encourage our employees to make positive contributions to the Lake Champlain Chocolates' culture by aligning personal behaviors with the company's vision, mission, and core values. We consistently AMAZE our customers; VALUE and encourage team member excellence and well-being; CARE for our community and environment; and GROW through innovative leadership, planning and execution. We respect individual initiative and creativity, demand attention to detail, and strive for the highest measures of quality in all that we do. It is through dedication to this vision that Lake Champlain Chocolates can become the gold standard of gourmet chocolate.

QUALIFICATIONS

EDUCATION AND KNOWLEDGE REQUIRED:

Knowledge of basic cleaning techniques and maintenance procedures; understanding of related safety and OSHA requirements

PLUSSES:

Cleaning, janitorial, or environmental maintenance experience

KEY SKILLS AND ABILITIES:

- Must become familiar with and follow all company and handbook policies and procedures.
- Enthusiastic, pleasant, and positive personality.
- Honest with a high degree of integrity and able to use tact and maintain information confidentiality.
- Able to give, receive, and act on feedback.
- Able to work well with and support others and to build and maintain positive employee relations.
- Well-organized, accurate, and strong attention to detail.
- Effective speaking, presentation, and written communication skills.
- Proficiency in copier, fax, computer, telephone, and other basic office equipment.

In accordance with the American with Disabilities act, requirements may be modified to reasonably accommodate disabled individuals. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.