JOB DESCRIPTION

| **Title** | SHOP CLEANING CLERK AND SAFETY REPRESENTATIVE |
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| **Reports To** | [insert title] |

**Job Purpose**

The Shop Cleaning Clerk and Safety Representative is a part-time position responsible for maintaining cleanliness in the shop and ensuring safety protocols are followed at [organization name]. This role involves cleaning, lifting, and completing checkbox forms for safety purposes.

An effective Shop Cleaning Clerk and Safety Representative is diligent, attentive to detail, and committed to maintaining a safe and clean work environment.

**Duties and Responsibilities**

Responsibilities include, but are not limited to:

* Maintain cleanliness in the shop, including sweeping, mopping, and disposing of waste.
  + All SDS forms must be followed with regards to the appropriate disposal of hazardous waste.
* Ensure an adequate supply of cleaning products and supplies; informing the Shop Manager when supplies are running low.
  + Adhere to WHMIS and the SDS regarding the mixing of cleaning products.
* Complete checkbox forms to ensure safety protocols are adhered to.
  + Update checkbox forms when hazards are noted.
* Participate in work refusal investigations and accident investigations.
* Serve as a point of contact for [organization name] employees to report safety concerns to.
* Inform management of noted safety exceptions.
* Ensure that noted exceptions are resolved prior to the next inspection.
* Perform lifting tasks as required.
* Report to the Mechanic or Shop Manager for daily tasks and responsibilities.
* Adhere to all safety guidelines and procedures.
  + Wear the required personal protective equipment.
* Assist in other shop-related tasks as needed.

**Key Qualifications**

* There are no prerequisites.
* Preference will be given to applicants who have completed automotive or shop classes.
* Must be willing to acquire first aid certification.

**Core Competencies**

* Attention to detail in cleaning and safety procedures.
* Basic understanding of safety protocols.
* Ability to follow instructions effectively.
* Good communication skills for reporting to the mechanic or shop manager.
* Safety conscious.

**Working Conditions**

* The standard work week for this position is [insert #] hours.
* The standard business hours for this position are [insert core hours].
* Work is primarily indoors in a shop environment.
* Overtime and hours worked outside of the standard work schedule may be required.
* May involve exposure to shop-related contaminants or chemicals.
* Requirement to wear personal protective equipment as applicable.
* May require lifting of objects up to XX pounds.