



Job Title: FACILITIES CUSTODIAN

Reports to: SAFETY MANAGER

Department: OPERATIONS / ADMIN

Location: AUSTELL DISTRIBUTION CENTER

Position Summary:

At Sunbelt Marketing, we are committed to maintaining a safe, clean, and professional workplace for our employees and guests. The Facilities Custodian is responsible for daily cleaning and sanitation throughout the corporate office and shared spaces, supporting our culture of excellence and pride in where we work.

Key Responsibilities:

- Maintain cleanliness of all offices, lobby, training, on-site gym, and common areas including sweeping, mopping, vacuuming, and dusting
- Clean and restock restrooms and breakrooms to meet health and hygiene standards
- Remove trash and cardboard and ensure proper disposal in designated locations
- Sanitize high-touch surfaces throughout the day, including door handles, counters, and office equipment
- Support setup and cleanup needs for meetings, trainings, and employee events
- Conduct routine walkthroughs to identify and respond to spills, trash overflow, or maintenance needs
- Maintain cleaning supply inventory and notify manager when replenishment is required
- Operate cleaning equipment safely and report any equipment concerns
- Assist with minor maintenance tasks (e.g., replacing light bulbs) as requested
- Follow all safety protocols and immediately report hazards or issues
- Represent Sunbelt with a positive, professional attitude and maintain confidentiality when applicable

Qualifications and Skills:

- High school diploma or GED preferred
- Prior custodial or facilities cleaning experience preferred
- Ability to work independently, with strong attention to detail and reliable work habits
- Physical ability to lift up to 50 lbs. and perform repetitive tasks including bending, standing, and walking
- Strong interpersonal skills and a commitment to supporting a positive workplace culture

Work Environment:

- Indoor corporate office setting with use of cleaning agents and custodial equipment
- May require early morning, evening, or occasional weekend shifts depending on business needs

Why Sunbelt?

As a company rooted in relationships and strong values, Sunbelt Marketing strives to provide a workplace where employees take pride in what they do and the environment they work in. In this role, you help ensure that employees have a clean, safe, and welcoming space to do their best work each day.