



Environmental Coordinator Job Description

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| Department: | Operations | Pay Range: | Three |
| Report to: | Store Manager | Status: | Hourly Non-exempt |

Job Summary: Ensure efficient, safe and sanitary store operations by consistently maintaining physical plant, equipment and premises in compliance with all Whole Foods Co-op/WFC, government and related regulatory and insurance agency policies and inspection requirements.

Essential Duties and Responsibilities:

Storewide

1. Abide by all WFC policies and procedures as outlined in the Employee Handbook and Policy & Procedure Manual.
2. Consistently and positively promote ownership and owner benefits.
3. Follow and ensure compliance with all safety practices and policies.

Customer Service

1. Exceed expectations of internal and external customers for service and provide a welcoming environment for all in accordance with WFC's customer service standards.
 - a. Resolve customer concerns.
 - b. Anticipate customer needs.
 - c. Promptly respond to requests for service and assistance.
2. Treat all customers and co-workers fairly, consistently and with respect.
3. Engage in creating and maintaining a positive, ethical and productive workplace that contributes to achieving progress on WFC's ENDS.

Job Specific

1. Perform regularly scheduled interior and exterior maintenance, sanitation and assigned projects/events to ensure cleanliness and maintenance of physical plant and equipment in compliance with established practices.
2. Monitor equipment and physical plant performance; respond appropriately and promptly to alerts of malfunction; document and resolve any equipment maintenance or safety concerns.

3. Coordinate with contractors to ensure timely disposal of waste including, but not limited to, garbage, food waste, recycling (general, cardboard, plastic bags, paper, delivery packaging materials), and grease.
4. Monitor and report to Store Manager on department compliance with department maintenance and safety issues.
5. Coordinate with outside contractors and conduct and/or coordinate building, safety and operational inspections.
6. Propose and administer budget for physical plant maintenance and equipment as well as for safety equipment; monitor and purchase store maintenance supplies, tools, project supplies, etc.
7. Perform other tasks assigned by Store Manager.

Knowledge, Skills, Abilities

Preferred Knowledge, Skills, Abilities

- Applicable degree/certification
- Minimum 2 years experience in building maintenance, sanitation, construction or equivalent
- Knowledge of electrical fixtures/wiring, plumbing fixtures/devices, HVAC, refrigeration and/or small engines
- Demonstrated carpentry and painting skills

Essential Knowledge, Skills, Abilities

- High school diploma or GED
- Outstanding customer service skills
- Computer proficiency, e.g., keyboard experience, email, EXCEL, Internet research
- Analytical ability and proficiency in math
- Ability to safely operate machinery, power tools and hand tools
- Ability to follow through on systems and procedures
- Attention to detail and good organizational skills
- Ability to handle multiple demands, work under time pressures and meet deadlines
- Personal integrity to handle confidential information as applicable
- Willingness to be open, to learn and to take on new responsibilities
- Demonstrate objectivity, neutrality and calmness under pressure
- Ability to work efficiently in a fast-paced environment
- Ability to prioritize tasks
- Regular, predictable attendance
- Effective communication skills in English
- Available to work evenings, weekends, holidays
- Must have current driver's license and a clean driving record

Work Environment:

1. Occasional Exposure
 - a. Outdoor weather conditions (trash pick-up, landscaping, snow shoveling, maintenance of parking lots, roof-top equipment and building exterior, tasks in loading dock area)
 - b. Loud noise from compressor system, power tools, equipment/building alarms, etc.
2. Frequent Exposure
 - a. Wet and/or humid conditions (maintenance of refrigerated equipment, restrooms, food prep areas)

- b. Cold or extreme cold conditions (e.g., maintenance of freezers)
 - c. Change in room temperatures due to proximity of entrance/exit doors
 - d. Carts, pallets and hand-trucks moving in and out of storage/retail areas and in and out of freight elevator
- 3. Constant Exposure
 - a. Background music and in-store pages
 - b. Food odors, grain and spice dust, food allergens

Essential Physical Requirements

- 1. Ability to regularly lift and move up to 60 lbs. throughout shift
- 2. Ability to team-lift over 60 lbs.
- 3. Ability to stand, walk, squat, bend, sit, balance and rotate body
- 4. Ability to ascend and descend stairs, ladders and step stools
- 5. Manual dexterity to operate hand tools and power tools, and handle small machine parts of equipment
- 6. Ability to safely use sharp cutting instruments/tools
- 7. Ability to complete repetitive office tasks (sitting at a desk, reaching, bending, filing, using a computer keyboard and looking at a computer screen) for up to four hours per day
- 8. Specific vision ability: close vision, distance vision, color vision, peripheral vision, depth perception and adjust focus
- 9. Ability to use feet and hands to operate tools, machinery and vehicles

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or the work environment change.