

JOB TITLE: **Building Maintenance Clerk**
Department: Quality Assurance/Quality Control
Date: December 5, 2016
Wage Range: DOEE
Reports to: Quality Control Supervisor

Position Description: This position provides efficient housekeeping duties, as well as maintaining office facilities, warehouse and parking lot areas to ensure a clean and safe work environment for both employees and guests. This position will perform various daily/weekly cleaning tasks, minor repairs and projects. This position will also help in the shipping department, when needed.

Responsibilities:

1. Keep floor clear of any dry or liquid debris.
2. Empty trash containers and replace liners.
3. Cleans windows and mirrored surfaces.
4. Keeps all supply shelves clean and stocked.
5. Keeps kitchen and bathrooms clean. Replenishes necessary supplies from custodian.
6. Helps with any cleaning emergencies that occur in the warehouse, office or facilities.
7. Cleans desktops and office space continuously.
8. Participates in meetings and trainings for the purpose of gathering information required to perform functions.
9. Maintains written materials (e.g. cleaning logs, etc.) for the purpose of documenting activities and/or conveying information.
10. Performs any other related duties, as may be required.

JOB REQUIREMENTS:

- High School Diploma or equivalent is required.
- 2 years of job-related experience is required
- Able to communicate orally with team members
- Able to lift and carry objects weight from 5 to 50 pounds
- Able to handle a Pallet Jack

TEMP TO HIRE. M-F, 8:00 A.M. TO 5:00 P.M. with 1 hour meal break

JOB STATUS: Full Time.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand for long hours. The employee frequently is required to reach with hands and arms, use hands and fingers to handle controls, cleaning materials; talk and hear. The employee is regularly required to walk, stand, stoop, and lift as required to clean, mop throughout the work day. Specific vision abilities required by this job include close vision and the ability to adjust focus. Proper lifting techniques required. May include lifting up to 50 pounds for finished goods and packages.

We are an equal opportunity employer.