

**TITLE: JANITORIAL/LIGHT MAINTENANCE**



**DEPARTMENT: Facilities**

**REPORTING TO: Facilities Manager**

### **DESCRIPTION**

S&H Systems is a single-source, full-service systems integration company delivering dependable material handling systems, software, and post-sale support since 2002. The facilities department is responsible for the upkeep and maintenance of S&H Systems' building sites including finding and maintaining vendor contracts as well as repair, maintenance, and building improvement.

We are seeking qualified candidates to perform a variety of maintenance and cleaning tasks to keep all S&H Systems' buildings – both commercial and residential - looking perfect. Successful candidates should have basic maintenance knowledge around building repairs and some experience cleaning.

This position will provide general cleaning of the building and keeping it maintained and in good condition which includes vacuuming, sweeping, and mopping floors as well as cleaning and stocking restrooms. Other responsibilities include, but not limited to:

- Handle basic maintenance, building repairs, cleaning, and other janitorial work
- Ensuring doors are locked after hours
- Cleaning up spills with appropriate equipment
- Perform minor repairs and notify supervisors or managers of major repairs
- Collect and dispose of trash
- Keep cleaning supplies in stock
- Work with a contract cleaning service when necessary

### **BASIC QUALIFICATIONS**

- One-year experience in similar position
- Ability to manage time efficiently
- Work well without direct supervision
- Ability to lift at least 25 pounds and climb stairs
- Able to work safely with a variety of cleaning supplies
- Able to use basic cleaning equipment

### **PREFERED QUALIFICATIONS**

- Two years' experience in similar position
- High school diploma or GED