

Job Title: Facilities Maintenance & Custodial Specialist

Pay Rate: Starting at \$17.00/hour (Negotiable based on experience and references)

Schedule: Full-Time, Monday – Friday, 7:00 AM – 3:30 PM (Flexible/Part-Time hours considered for the right candidate who can manage the workload efficiently)

Job Summary

We are seeking a dependable, self-motivated Facilities Maintenance & Custodial Specialist to oversee the general upkeep, cleanliness, and daily operational support for our facility. This role combines routine indoor cleaning, groundskeeping, basic building maintenance, and local errands. The ideal candidate takes pride in keeping a facility running smoothly, maintaining clean work environments, and taking initiative before issues arise.

Key Responsibilities

1. Facility Cleaning & Janitorial (Daily & Weekly Tasks)

- **Restrooms & Locker Rooms:** Thoroughly clean, sanitize, sweep, and mop all restrooms and locker rooms. Ensure toilet paper and roll towels are continuously stocked.
- **Breakrooms & Kitchens:** Clean and sanitize upstairs and downstairs lunchrooms, sweep/vacuum floors, wipe down tables/counters, clean microwaves, and ensure proper supply levels (plates, silverware, coffee supplies, condiments).
- **Ice Machine:** Thoroughly clean the ice machine, bag ice, and keep the employee freezer fully stocked.
- **General Cleaning:** Vacuum offices and lobby areas; mop lobby floors; sweep/clean both stairwells; wash windows and clear cobwebs bi-monthly.
- **Waste & Recycling Management:** Dump all trash cans throughout the building, locker rooms, chip bins, oil skimmer pans, and recycled paper bins daily/as needed. Address excess garbage indoors and outdoors proactively.

2. Building Maintenance & Equipment Checks

- Perform basic building and minor plumbing/electrical repairs as needed.
- Perform basic maintenance and repairs on the property sprinkler system.
- Conduct regular checks: monitor forklift sheets, empty aluminum barrels before full, check oil separation systems for coolant extraction, change compressor filters, and wash reusable blue filters.

3. Groundskeeping & Exterior Maintenance

- Maintain outside grounds: mow lawns, weed, water lawns, and trim bushes.

- Maintain a clean, professional exterior appearance around the entire perimeter of the building.

4. Driving & Errands

- Transport parts to and from local coating vendors and pick up supplies from nearby businesses.
- Perform routine shopping runs (e.g., Sam's Club) for breakroom products, shop equipment, and general office supplies.

Qualifications & Requirements

- **Experience:** Background in general facility maintenance, custodial work, groundskeeping, or basic repair work preferred.
- **Valid Driver's License:** Must have a clean driving record to perform local errands and parts pickup using company/approved transport.
- **Self-Starter:** Ability to manage time independently and ensure all weekly checklist items are completed without micro-management.
- **Physical Capability:** Ability to lift heavy trash, move supplies, operate lawn equipment, and perform standing, bending, and reaching tasks throughout the shift.

Benefits & Work Environment

- Reliable day shift hours with stable weekday scheduling.
- Independent work environment with standard daily/weekly expectations.
- Room for higher starting pay for candidates bringing strong experience and stellar references.