



**Job Title:** Maintenance Associate  
**Department:** Hardware & Home Center

**Reports To:** Store Management  
**FLSA:** Non- Exempt

**Direct Reports:** None

### **General Responsibilities**

The Maintenance Associate is responsible for the daily care of our facilities and will perform cleaning and maintenance tasks. The goal is to keep our building in a clean, safe and orderly condition. Will also assist customers and co-workers with related store tasks.

### **Essential Duties and Responsibilities**

- Clean, stock and supply designated facility areas including; dusting, sweeping, vacuuming, mopping, cleaning ceiling vents, trash removal, restroom cleaning
- Maintain the exterior of building and parking lots. May retrieve carts, remove snow, trash, etc.
- Perform and document routine inspection and maintenance activities
- Complete heavy cleansing tasks and special projects as needed to maintain a safe and clean work environment
- Identify and notify management of areas of deficiency or in need of repair
- Perform minor repairs as needed
- Stock and maintain supply rooms with adequate level of materials
- Follow all health and safety regulations and guidelines

### **Knowledge, Skills and Abilities**

- Able to complete work in a non-disruptive way as to not impact customers
- Knowledge of cleaning chemicals and supplies
- Able to work in a safe manner and avoid creating hazards
- Friendly and able to provide customer assistance as needed
- Familiarity with Material Safety Data Sheets for products used
- Team minded and able to work independently

### **Education and Experience**

- 1+ years commercial cleaning experience
- High school degree or equivalent

### **Physical Requirements**

- Able to stand, walk, stoop, and bend regularly
- Able to perform cleaning tasks such as mopping, trash removal,
- Able to lift 50lbs regularly (ice melt, concrete bags, etc)
- Able to climb stairs and ladders

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*The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The job duties may be changed at any time at management's discretion. This job description is not intended to create contractual obligations of any kind.*