



JOB POSTING for Custodial Maintenance Helper

Assists Maintenance team with various tasks and performs miscellaneous support activity for the operations as needed.

Essential Duties and Responsibilities:

- Follow and comply with all safety and work rules and regulations
- Perform miscellaneous filter replacements, basic machine lubrication, preventative maintenance on production machinery, and minor repairs requiring basic hand tools
- Compete and maintain all required paperwork, records and documentation
- Maintain inventory of maintenance and cleaning supplies by reordering as needed
- Perform all recycling activities for paper and cardboard, and removal of garbage
- Active involvement in continuous improvement opportunities
- Set up conference and meeting rooms, and assist with maintaining the grounds, snow removal and yard work
- Occasional clean office and lunchroom areas (vacuum, mopping, garbage, windows, filling dispensers, etc.)
- Performs other duties or responsibilities

Education - High School diploma or equivalent education and experience

Job Skills Requirements:

- Safety orientated with a good attitude towards work assignments, and a sense of urgency towards completing tasks timely
- Must have the ability to manage multiple priorities and complex tasks
- Good verbal communication, basic math and reasoning skills
- Experienced in Microsoft Office products (especially Word and Excel)
- Ability to read and interpret schematics, blueprints, measurement tools and gauges
- Proficient in the use of a variety of power and hand tools
- Must be electrically and mechanically inclined