MAINTENANCE PORTER/DRIVING

Basic Function - This position is involved with facility maintenance duties and customer interface. Previous experience is preferred, but not required in all positions. Individual must be able to perform with minimum supervision. Other duties may include: equipment service and general housekeeping tasks.

Essential Duties and Responsibilities:
• Perform all maintenance and cleaning tasks noted in the checklists and as directed by the facility manager/supervisor to ensure that all dirt, dust, litter and debris is removed from all areas of the facility using brooms, mops, brushes and other hand tools.
• Walk garage daily to note and correct any maintenance problems.
• Sweep and pick up around the entrances and exits to the garage and stairwells as well as clean surface area rails, etc. on all levels, the booth, the office and rest rooms.
• Empty all trashcans in the garage, the booth and the office.
• Replace burned out bulbs.
• Check conditions of safety items, such as gate arms to ensure clearance bars are secure.
• Check ticket spitters and gates daily for proper operations, ticket supply, accuracy of time on clock and general appearance.
• Maintain a garage/lot sweep sheet.
• Operate automatic sweepers, scrubbers, outdoor equipment such as weed eater, lawnmowers or other electrical tools to repair or construct items, as applicable.
• Shovel, plow or blow snow from the entrance or exit ramps and in areas designated by the Facility Manager using shovels, snow blowers and other light duty equipment.
• Report any unknown, observed or suspected violations of company policy, safety hazards or any unusual occurrence to the Facility Manager in a timely manner.
• Assist customers within the facility or as directed by the Facility Manager/Supervisor.
• Be familiar with all aspects of the operation and cover other duties including cashier, attendant, etc. on an as needed basis.
• Maintain a neat and clean appearance and arrive and remain complete uniform before and during scheduled shifts.
• Perform other duties as assigned.

Full and Part-Time positions

2nd and 3rd shifts available

Weekends and Holidays

Apply at SP+.com, About us, Careers, Kentucky, Erlanger