



Position Announcement:
Greenville, South Carolina



POSITION: Part-time Custodian
DEPARTMENT: Operations - Custodial
REPORTS TO: Operations Manager
FLSA STATUS: Hourly/Non-exempt

SUMMARY

This is a hands-on position responsible for the cleaning of the Conference Center, Exhibit Halls, and outdoor areas in accordance with established guidelines and procedures and under the direction of the Operations Manager. This position will also assist the set-up crew with set-up tasks as needed under the direction of the Operations Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain neatness and sanitation in assigned areas at all times.
- Clean and sanitize work areas to include floors, walls, glass doors and panels, restrooms, etc.
- Empty trash receptacles in assigned areas.
- Assist set-up crew with various tasks related to set-up for events, as needed and assigned by the Operations Supervisor.
- Monitor cleaning supplies and notify supervisor of needed items.
- Maintain cleanliness of custodial equipment.
- Maintain neatness of custodial storage areas.
- Follow all safety rules and regulations.
- Report any unsafe or hazardous conditions to supervisor immediately.
- Perform other duties as assigned by the Lead Custodian and/or Operations Manager.

QUALIFICATIONS

- Knowledge of various cleaning compounds necessary to the position.
- Ability to lift up to 40 lbs.
- Ability to comprehend and follow written and verbal instructions.
- Ability to operate various floor-cleaning equipment.
- Must be able to regularly work evenings and weekends.

EDUCATION AND WORK EXPERIENCE

- High school diploma or equivalent.
- Minimum of one (1) year of experience in janitorial/custodial field required.

PHYSICAL DEMANDS

- Daily lifting and/or carrying up to 40 lbs for up to 5 minutes at a time.

- Constant standing, walking, stooping. Constant reaching, handling products.

WORKING ENVIRONMENT/CONDITIONS

- Some exposure to chemicals used for cleaning.

HOURS OF WORK AND TRAVEL REQUIREMENTS

- Less than 30 hours per week.
- Irregular hours including nights, weekends, and/or holidays, as determined by event schedule.

TO APPLY:

If you meet the minimum qualifications listed above and are interested in this position, please apply in person at:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000388204706&fromPublish=true#/>

Recruiter:

LaTomya Doctor
SMG – Greenville Convention Center
One Exposition Drive
Greenville, South Carolina 29607

Applicants that need reasonable accommodations to complete the application process may contact 864-255-5864

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.