



**Position Announcement:**  
**Greenville, South Carolina**



**POSITION:**            **Lead Custodian**  
**DEPARTMENT:**    **Operations**  
**REPORTS TO:**       **Operations Manger**  
**FLSA STATUS:**     **Non-Exempt**

## **SUMMARY**

This is a hands-on position responsible for cleaning of the Conference Center and Exhibit Halls in accordance with established guidelines and procedures. Secondary responsibilities include assisting with moving equipment for setup purposes.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintain cleanliness and sanitation in assigned areas at all times.
- Clean and sanitize work areas to include floors, walls, glass doors, panels, restrooms, etc.
- Direct the work activities of temporary and part-time custodial staff as required.
- Ensure proper storage of cleaning supplies in accordance with safety regulations and facility guidelines.
- Empty trash receptacles in assigned areas.
- Maintain inventory of cleaning supplies.
- Maintain custodial equipment.
- Assist the setup department with various tasks when needed.
- Follow all safety rules and regulations.
- Report any unsafe or hazardous conditions to supervisor immediately.
- Perform other duties as assigned by the Operations Manager.
- Use various mechanical equipment such as vacuum cleaners, floor scrubbers, high speed buffers, carpet cleaners, etc.

## **QUALIFICATIONS**

- Knowledge of various cleaning compounds necessary to the position.
- Ability to lift 50 lbs without mechanical assistance.
- Ability to comprehend and follow written and verbal instructions.
- Ability to lead a work crew to completion of assignments.

## **EDUCATION AND WORK EXPERIENCE**

- High school diploma or equivalent.
- One year of experience in janitorial or related field.
- Supervisory experience preferred.

## **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**

- Office/warehouse environment.
- Some exposure to chemicals used for cleaning.

## **HOURS OF WORK AND TRAVEL REQUIREMENTS**

- Minimum of 40 hours per week.
- May require 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 at:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000489136206#/>

### **Recruiter:**

David Wilson  
SMG – Greenville Convention Center  
One Exposition Drive, Greenville, SC 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.