

# Environmental Services Associate (PT)

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## Grade: 1

**Reports to:** Building Operations Manager

**Job Status:** Non-Exempt, Part-Time

**Department:** Environmental Services

**Approval Date:** July 2016

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## Job Summary:

Exceed customer expectations by ensuring that the highest standards of cleanliness are maintained. Clean rest rooms, locker rooms, offices, laboratories, halls, exhibit and exhibit space and other areas. Assist with moving furniture for cleaning or moving offices. Assist with moving tables and chairs for party or group meeting set-ups and takedowns. Assist with bulk removal, strip and finish and/or scrub floors. Shampoo and extract carpet and upholstery with equipment. Vacuum carpet, clean ground area.

## Essential Functions:

- Adhere to the South Carolina Aquarium policies.
- Provides service that exceeds customer expectations as defined by departmental/divisional goals.
- Collects equipment and/or supplies for daily use.
- Scrub, strip, polish and finish floors with floor machines. Spray buffs or burnish floors with floor machine. Shampoo and extract carpets, furniture, mats and upholstery.
- Perform pre-and-post cleaning for set-ups and takedowns for parties, meetings or special event.
- Moves equipment and furniture for rearrangement of offices, etc. Moves equipment, boxes, supplies and furniture for cleaning. Assists with bulk trash removal and other none specific moves and be capable of lifting 20-50 lb.
- Wash walls ceilings, floors, window exhibits and furniture as directed.
- Be professional at all times by providing excellent customer service through assisting visitors, members and co-workers in need with a smile, providing information or help. Be able to escort or tell customers where they can receive help/assistance with a smile.
- Keeps utility (janitor closets), storage rooms and equipment clean and in an orderly condition at all times. Changes shower curtains as assigned.
- Cleans stairwells, elevator, escalators, offices, locker rooms, and rest rooms, exhibit galleries, windows, walls and baseboards. Dust/damp mops floors, in corridors, entrances, stairwells and other areas as assigned. Provide outside (look into) cleaning: policing for trash, spills and debris and trash removal when requested.
- Collect trash (regular/general, recyclable and others) from all areas within the facility and on the piers and transport to designated areas.
- Operate department mobile cleaning equipment in a safe and efficient manner.
- Dust high vents, cabinets and other furnishings.
- Notifies management of equipment needing repair, supplies needed and fixture repair needs. Reports all safety hazards to management immediately.
- Returns unused or unsoiled supplies to appropriate areas at the end of shift. Keeps cart and barrel clean, neat and orderly at all times.

## **Other Duties and Responsibilities:**

- Supports the mission by participating in Aquarium sponsored programs and events on a regular basis.
- Attend South Carolina Aquarium full staff and departmental meetings when requested.
- Perform any other assigned duties related to custodial services as assigned.

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

- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Ability to perform basic math.
- Ability to read work orders and receive oral instructions; to confer with supervisor to locate material and to arrange for the processing, assembly, or repair of material.
- Ability to perceive identification numbers marked on material; to read and understand numbers and volumes; to transcribe numbers.

## **Education and Experience Required:**

- Must have a High School Diploma or GED.
- Must have one-year relevant experience.

## **Physical Requirements:**

- Often requires walking, standing, bending, crouching, carrying up to 50 lbs, pushing and pulling
- Average amount of stooping, climbing ladders to height of 8', kneeling, balancing, and crawling

## **Hazardous Requirements:** Mark (x) to what applies to this position:

- Required to wear personal protective equipment (gloves) on a regular basis with regular exposure to cleaning products

## **Working Conditions:** Mark (x) to what applies this position:

- Regular office environment with contact with customers and public, rotating shifts and weekends required, including late nights, must carry radio
- Occasionally work outdoors, sometimes in extreme heat and cold

**The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not construed to be an exhaustive list of all job duties performed by the personnel classified.**

**The Aquarium is an "at-will" employer, and as such, employment with the Aquarium is not for a fixed term, or definite period and may be terminated at the will of either party, with or without cause, and without prior notice.**