



## **JOB DESCRIPTION**

**Job Title:** Building Services Specialist

**Facility:** Brooklyn Park

**Department:** Manufacturing Support

**Reports to:** Director of Purchasing & Manufacturing Support

---

### **SUMMARY**

Maintains a clean, safe environment for employees and visitors through routine cleaning and maintenance procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following. Other duties may be assigned as needed.

- Cleans designated areas by mopping, sweeping, vacuuming and dusting.
- Cleans light fixtures, washes walls, ceilings, etc. using proper cleaning agents.
- Performs high dusting work.
- Polishes brass kick plates and metal ornamentation.
- Replenishes toilets with towels, tissue and soap.
- Is responsible for using cleaning chemicals in a safe manner.
- Is responsible for informing Purchasing Department when supplies need ordering.
- Trash/Recycling from offices daily.
- Understand your role in the companies Quality Management System regarding ISO.

### **QUALIFICATIONS**

- High school diploma or equivalent.
- Knowledge of cleaning chemicals.
- Sense of cleanliness and order.