



Service Management Systems

Job Description

Summary: Manages, supervises and coordinates activities of workers engaged in cleaning and maintaining premises of commercial, retail, airports, hospitality, healthcare, convention centers/arenas or other institutional buildings by performing the following duties:

Essential Duties and Responsibilities include the following: Other duties may be assigned.

- Lifting chairs and place them over tables (approx. chair weight: 20-25 lbs.)· Moving tables (approx. table weight: 25-50 lbs.)· High Dusting
- Dust mopping and wet mopping hard surface floors.
- Closing of restrooms · Use Man Lift or Scissor Lift Machine
- Operating different types of floor equipment (Burnishers, scrubbers, pressure washer)· Moving chemicals (5 gal buckets -- approx. weight 40+ lbs.)
- Supervising of the shift responsibilities
- Handling employee issues· Assisting with Scheduling
- Assisting with Administrative Duties
- Serving as a liaison between SMS and other departments/personnel
- Bi-Lingual (English/Spanish) preferred Supervisory Responsibilities: Responsible for supervision of all staff when Facility Manager isn't present and fulfilling any customer related requests.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to work in high, precarious places and fumes or airborne particles. The noise level in the work environment is usually loud.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to climb or balance. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include Close vision, Distance vision and Ability to adjust focus

We are proud to offer the following benefits:

- **Insurance:** Medical with available FSA and/or HSA, Dental, Vision, Short-Term and Long-Term Disability, Life, and Accidental Death and Dismemberment, Critical Illness, and Accident.
- **Paid time off:** Vacation, sick time and/or PTO (*Only where required by local requirements and contract agreements*), Paid Leave (*only where required by law*), Holidays (*salaried positions only*), Bereavement Leave, Jury Duty Leave.
- **Bonuses:** Employee Recognition Awards, Employee Referral Bonus Program (*hourly employees only*), Bonus Program (*designated management and executive level positions only*).
- **Other:** 401K Retirement Savings Plan, Vehicle Allowance (*DM positions and above only*).

Requirements



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Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience: Experience of 1-2 years with supervision of line level employees is required. High School diploma required.

Language Ability: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization in English.

Math Ability: Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability: Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

Computer Skills: Basic computer skills are required.

Certificates and Licenses: No certifications needed

Location(s)

925 Battery Ave Ste 1110, Atlanta, Georgia 30339

Salary Range

50000.00