

Maintenance Associate ~~Overnight~~

This position is responsible for assisting in the operation of a department. An individual in this position will be expected to perform additional job related responsibilities and duties throughout the facility as assigned and/or as necessary.

Essential Functions

An individual must be able to successfully perform the essential functions of this position with or without a reasonable accommodation.

Cleans all areas of the facility both inside and outside (for example, floors, windows, restrooms, trash receptacles, dock area) utilizing tools, machines, and company-approved chemicals and performs routine maintenance on machines and other equipment in accordance with company policies and procedures.

Utilizes and maintains floor-cleaning equipment including scrubbers, waxers, and rug extractors to scrub and wax floors and clean carpets.

Leadership Expectations

An individual must be proficient in each of the competencies listed below to successfully perform the responsibilities of this position.

Judgment: Make Effective Choices : Uses policies, procedures, and/or guides to make good choices. Uses data and facts in order to make day-to-day decisions and involves others as needed. Recognizes what might be a problem and informs those who can correct it.

Planning and Improvement: Plan for and Improve Work : Accepts responsibility and meets expectations for own work. Identifies steps needed in order to carry out work as required.

Influence and Communicate: Share Information : Listens to others and asks questions to learn about what is needed. Communicates the right information to associates and leaders when they need it. Communicates in a respectful and professional manner.

Execution and Results: Get Results : Makes sure work is done correctly. Works on top priorities first. Makes a consistent effort to get results. Meets deadlines. Takes action in order to solve problems so work can be completed in a timely manner.

Ethics and Compliance: Perform to Ethical Standards : Follows company policies and procedures (for example, the Ten Foot Rule). Shows integrity and ethical behavior in all work situations. Reports ethical and compliance issues promptly.

Maintenance: Cleans and maintains assigned areas of the Facility in a safe, correct, and timely manner. Cleans assigned areas using appropriate maintenance tools, equipment, chemicals, and supplies in a timely manner. Reports unsafe working conditions and practices related to maintenance. Inspects and uses maintenance equipment, tools, chemicals, and supplies in safe and correct ways.

Customer/Member Centered: Serve the Customer/Member: Shows care and concern when serving our customers/members. Asks questions in order to understand customer/member needs. Uses policies and information in order to exceed customer/member expectations. Finds and uses the right resources (people, products, tools, technology) at the right time in order to resolve customer/member requests.

Adaptability: Adapt: Adapts to changing work demands. Stays focused on own work when faced with change or difficulties. Stays open to and learns from assignments and feedback. Learns and adapts to digital systems, strategies, and processes using different digital tools to complete essential job functions.

Physical Activities

The following physical activities are necessary to perform one or more essential functions of this position.

Grasps, turns, and manipulates objects of varying size and weight, requiring fine motor skills and hand-eye coordination.

Safely operates motor vehicle or other large power equipment, requiring valid drivers license or certification as appropriate.

Visually inspects equipment.

Reaches overhead and below the knees, including bending, twisting, pulling, and stooping.

Moves, lifts, carries, and places merchandise and supplies weighing up to 25 pounds without assistance.

Work Environment

Working in the following environment is necessary to perform one or more of the essential functions of this position.

May work with substances that require special handling

Works in areas requiring exposure to varying temperatures, extreme heat or cold, and/or wet, damp, or drafty conditions.

Moves over sloping, uneven, or slippery surfaces.

Works overnight and on varying shifts as required.