

Brookland Lakeview Empowerment Center

Vacancy Announcement

Job Title: Maintenance III	Vacancy #: 2016-06	Number of Vacancies: 1	Type of position: <input checked="" type="checkbox"/> Full-time	Opening Date: 09/08/16	Closing Date: 09/23/16
Contact: For additional information, please contact Ardella Hickson (803) 796-7525 ext. 158			Mail your application package to: Brookland Baptist Church, Job Search, PO Box 2093, Columbia, SC 29202		

Primary Duties and Responsibilities:

- Sweep, mop, scrub, vacuum, wax, buff, burnish and/or shampoo various types of floors as needed
- Replace various types of light bulbs/fixtures, as necessary
- Follow procedures to use chemical cleaners and power equipment to prevent damage to floors and fixtures
- Perform light plumbing and carpentry, replace damaged ceiling tiles, replace HVAC filters
- Dust and polish desks, tables and flat surfaces
- Service, clean and sanitize bathroom/kitchen areas including sinks, toilets and urinals or other types of bathroom or kitchen fixtures/equipment
- Maintain dispensers (soap, towels, toilet, disinfectant, detergent, etc.)
- Empty all trash/garbage cans and replace liners (wash containers as needed. Maintain the wash-out area)
- Set-up and breakdown of rooms for meetings, dining or other events to exact written or oral specifications.
- Maintain glass surfaces and doors. Perform occasional simple glass replacement
- Keep grounds and building corridors litter free
- Take direction from supervisor on projects and priorities
- Maintain a friendly, positive disposition
- Pick-up or delivery of packages, mail or supplies and equipment
- Perform all other related duties and tasks as assigned

Requirements:

- High school graduate and 2 years experience or any equivalent combination of education, training and experience
- Valid driver's license
- Quick learner with the ability to read and follow directions
- Operate commercial maintenance equipment and perform general custodial/housekeeping duties
- Be able to climb ladders and use scaffolds
- Good physical condition with the ability to lift at least 50 pounds
- Good personal appearance and cleanliness
- Be a team player and relate well to all
- Good attitude and willingness to work
- Must practice good work habits at all times
- Must be very flexible with duties and hours worked

Applications must be RECEIVED at the address listed above by the closing date.

GENERAL INFORMATION FOR COMPLETING YOUR APPLICATION:

1. **EVALUATION METHOD**

Qualified applicants will be further evaluated to determine those who are best qualified. This determination will be based on a review of the applicant's experience, education, application, resume and interview.

2. **HOW TO APPLY**

Applicants must submit a completed application and resume. The information should be mailed to the address shown on the vacancy announcement. Information received after the closing date will not be considered.

3. **OTHER REQUIREMENTS AND INFORMATION**

To be considered, the requested information must be received or postmarked no later than the deadline indicated on the announcement.

This position is not eligible for relocation expenses.

Employment is contingent upon the satisfactory completion of a background investigation.

The selected applicant will be subject to drug testing by urinalysis prior to appointment.

4. **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Except where otherwise provided by law, there will be no discrimination because of color, race, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.