

Datrose is hiring for a part-time Maintenance person in Webster, NY.

Hours:

Monday, 9:00 am - 12:00 pm

Tuesdays - Fridays, 10:00 am - 12:00 pm

*Estimated schedule, may change dependent on business needs. Approximately 5-15 hours / week.

Job Summary:

This role is responsible for cleaning and maintaining of the facility and grounds. Additionally, this person will be responsible for the pickup and delivery of local mail packages. The person in this role will be required to drive approximately 2 hours in a company vehicle once per month to pick up mail at another office location.

- Complete daily mail runs (local pick-up and delivery of mail)
- Light janitorial and maintenance responsibilities such as garbage/recycling pick-up, gardening, window-cleaning, changing light bulbs, moving desks and office equipment, hanging pictures/bulletin boards, watering indoor plants, stocking break room with supplies, etc.
- Assist with the loading and unloading of package deliveries
- Complete the shoveling and salting of entrances, sidewalks, and parking lot when necessary due to weather (snow, ice etc.)
- Track maintenance on all company vehicles, and schedule appointments as needed
- Other duties and projects as assigned

Required Qualifications:

- Valid NYS Driver's License / clean driving record / reliable transportation
- GED / High School Diploma
- Facilities, janitorial, and maintenance experience
- Ability to work with little to no supervision
- Strong interpersonal skills and customer service skills
- Ability to interact with all levels of staff members
- Ability to lift up to 50 pounds
- Ability to work in various weather conditions
- Mechanically inclined

Datrose is an Equal Opportunity Employer: Minorities/Women/Veterans/Disabled

Submit cover letter and resume by email: jteed@datrose.com