



Licking/Knox Goodwill Industries, Inc.
65 S. 5th Street • PO Box 828
Newark, OH 43058-0828
Phone 740-345-9861 • Fax 740-345-3191

JOB# 13191221

POSITION: Crew Leader

SITE: DFAS Building 21 • 3990 E Broad St • Columbus, OH

DAYS/HOURS: Monday-Friday • 3:30pm-12:00am • 40 hrs per week

DUTIES:

This position is responsible for the general supervision of assigned employees & assisting with the completion of assigned work tasks. Supervisory tasks include but are not limited to: Training, directing & assisting with evaluations, conducting quality control checks, assisting with the ordering & delivery of necessary janitorial supplies, maintaining & ensuring security of all company property and equipment, complying with all production standards and filling in for crew members during absences. Cleaning tasks include but are not limited to: Vacuuming, sweeping, wet and dust mopping, trash removal, restroom cleaning, vent cleaning, wall washing, window washing, high and low dusting, detail cleaning and snow removal. Stripping, waxing, scrubbing and buffing floors and shampooing carpets.

REQUIREMENTS:

Must possess a valid Ohio driver's license and be able to meet driving standards.

Employer conducts pre-employment drug test.

Must be able to pass extensive background check completed by DFAS. This includes a criminal background check as well as a credit check and financial review.

SKILLS/ABILITIES REQUIRED:

Must have previous janitorial experience.

Previous management experience preferred.

Must have the physical ability to walk long distances, stand & climb stairs for up to 8 hours with break.

Must be able to bend, twist, stoop, squat, reach, and lift/carry up to 35 lbs.

Must be able to communicate well with the public.

Must have ability to read directions and effectively communicate both verbally and in writing.

Must be able to work independently & unsupervised for long periods of time.

Must have attention to detail & be able to maintain accurate records.

Snow and ice removal required:

-Must be able to work outside from 30 minutes up to 2 hours without a break.

-Must be able to operate & lift a snow shovel with snow and ice weighing up to 35 pounds.

-Must be able to use an ice pick and distribute ice-melting chemicals.

HOURLY SALARY: \$12.98/hr • Non-Exempt

POSTING DATE: 04/24/15

APPLICATIONS ACCEPTED THROUGH: 05/03/15

HOW TO APPLY:

APPLY ONLINE! Complete Recruit Wizard for this position on our website at www.goodwillnewark.com

Please be prepared to upload, paste or type your resume when prompted.

Applications may also be submitted by mail, fax or in person at the Administrative Building during regular office hours.

NO PHONE CALLS, PLEASE.

You will be contacted by Human Resources if your qualifications meet our specific needs.

Licking/Knox Goodwill Industries, Inc. participates in state and federal training and employment programs. All applicants must meet program eligibility standards as required by law.

Licking/Knox Goodwill Industries, Inc. is an Equal Employment Opportunity and Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, ancestry, national origin, veteran status, mental or physical disability, sexual orientation, gender identity or any other status protected by federal, state, or local law.

EOE/AA/M/F/Vet/Disability