



## **Job Description**

**Job Title:** Technician – Entry Level

**Reports to:** Operations Manager

**Position Summary:** Provide quality carpet cleaning and related services to commercial customers at customers' locations (office building or other commercial or institutional building) typically during the hours of 5 p.m. to 2 a.m.

**Essential Duties and Responsibilities** include the following:

- Progress through Corporate Care Training Program to become a Certified Level I Technician.
- Work as trainee in the field with team members, Lead Technicians, and direct supervisor in all areas of carpet and upholstery cleaning services. Follow instructions and respond positively to recommendations and requests of same.
- Report to work on time and in proper uniform.
- Responsible for maintaining a safe work area including the use of caution signs and barriers when appropriate.
- Responsible for care and cleanliness of cleaning equipment.
- Follow rules, policies, regulations as outlined in company handbook.

**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.

**Appearance:** All employees must wear standard Corporate Care uniforms provided by the company. Shirts must be tucked in.

**Education/Experience:** High school diploma or general education degree (GED); or one to three months' related experience and/or training; or equivalent combination of education and experience.



**Language Ability:** Ability to read and comprehend simple instructions, short correspondence, and memos and 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.

**Math Ability:** Basic math skills required.

**Reasoning Ability:** Ability to apply common sense understanding to carry out written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:** No computer skills needed.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**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.

**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 and walk. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.