

The P.E.E.R. Center
205 N. Hamilton Road
Columbus, Ohio 43213

TELEPHONE: (614) 453-4830

FAX: (614) 453-4845

POSITION VACANCY NOTICE

POSITION TITLE: Facility Services Specialist **POSTING DATE:** May 23, 2019
WORK SITE: 205 N. Hamilton Road
Columbus OH 43213 & **WORK HOURS:** 30-40 Hours per Week
860 / 866 West Broad St
Columbus OH 43222

DESCRIPTION OF DUTIES:

Responsible for performing a variety of maintenance, janitorial, driving and facility support activities for The P.E.E.R. Center. Duties will include a daily schedule of janitorial duties; maintenance and sanitation of drinking fountains, kitchens and appliances; trash removal; cleaning employee & public restrooms and a daily check of parking lots and smoking areas to remove litter and debris. Will be responsible for indoor light painting as needed, basic repairs and other small maintenance projects as well as checking, refilling and stocking center supplies. This position also requires the ability to drive a company provided van to transport associates between centers and to special events and to pick up supplies needed at the centers.

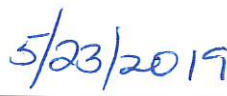
POSITION REQUIREMENTS:

Two (2) years of janitorial and general maintenance experience required. Must have a clean driving record with no major infractions within two years of application for position. High School graduate or equivalent. Friendly and welcoming personality; self-starter, creative, able to maintain composure in a community setting with diverse populations. Self-identified as receiving mental health, alcohol and other drug, or trauma recovery services, now or in the past. Significant period of recovery as demonstrated by at least 2 years without hospitalization, clean and sober for 2 years and free of jail time for five years. Ability to maintain confidentiality and must be trustworthy and responsible. Knowledge and competency with computers including use of Microsoft Office, internet search engines and willingness to learn other software. Must have and supply own transportation.

BENEFIT PACKAGE: Available at 30+ hour regular work schedule

To apply please submit an application and/or resume to 205 N. Hamilton Rd, Columbus, OH 43213


Agency Representative


Date