

RMK MERRILL-STEVENSON

Janitor Job Description

Summary

RMK Merrill-Stevens, Florida's Oldest Shipyard, is recruiting a **Janitor** to join our team. Our shipyard is under Major Renovation and provides work of the highest international standards to meet Classification Society Requirements of ABS, Lloyds and the US Coast Guard.

RESPONSIBILITIES:

Janitor Position

- Clean and maintain restrooms on property.
- Mow and landscape around the property.
- Attend to painting and maintenance work around the property.
- Notify supervisor of any concerns for major repairs or maintenance.
- Request supplies and equipment needed for cleaning and maintenance duties.

QUALIFICATIONS:

- High School Diploma or GED required.
- Experience working as a janitor preferred but not required.
- Excellent work ethic required.
- Plumbing experience preferred but not required.

Required Service and Interpersonal Skills:

- Maintaining flexibility and safely performing multiple duties and tasks under stressful, potentially hazardous conditions.
- Tendency to display endurance and capacity for a fast pace.
- Able to work independently at times and make sound decisions.
- Knows limitations and when to ask for help.
- The ability to stoop, crouch, pull, push, reach, hear, near vision, kneel, talk, stand, grasp and lift to 50 lbs. while working around moving machinery on a moving ship.

Attendance and Punctuality:

- Punctual to work; has good attendance; uses good judgment.
- Attends meetings when directed; follows company policies/goals.
- Understands need for adhering to set schedules and deadlines.
- Maintains 100% attendance, punching in/out within established guidelines (No Early Ins/Late Outs) and begins working on time.
- Uses Deputy Scheduling System (via app or iPad Kiosk) to punch in/out, manage schedule, request time off and communicate to manager regarding scheduling issues.
- Leaves for/returns from breaks on time. Punches out/in when leaving yard during breaks.

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Communication:

- Uses correct language; speaks clearly; listens.
- Greets clients; is respectful; is courteous; has acceptable attitude.
- Expresses ideas and thoughts well verbally; exhibits good listening and comprehension.
- Speaks politely and respectfully with all members of the organization.
- Deals directly with co-workers to resolve misunderstandings; does not gossip or complain.
- Follows-up quickly and completely; keeps management informed of situations and outcomes.

*To support our Major Renovation, we are hiring
Experienced Marine Professionals in All Departments including
Marine Trades, Project Management, Shipyard Services and Facility Maintenance.*

RMK Merrill-Stevens is an Equal Opportunity Employer