

Position: Shop Clerk

Job Description: This is a physical working role doing a variety of tasks around the shop & office.

Schedule: Monday - Friday starting at 6:40 AM and working 8 hours per day (1 to 2 days a week working 11:00 AM - 7:30 PM), 40 hours per week.

Duties include but are not limited to the following: organize, clean & maintain shop area; maintain & repair vacuums; laundry (wash & dry cleaning towels, mop heads, etc.); make coffee; mix & issue cleaning solutions; order shop supplies; and empty office trash cans.

Clean & maintain company vehicles; deliver vehicles to mechanic for oil changes, state inspections, repairs, etc.; check all fluid levels and perform other basic maintenance (tire pressure, replace wiper blades, change flat tires, etc.).

Occasionally will have to go out with a team to clean newly constructed homes.

Requirements:

- Reliable transportation to and from the office
- Mechanically inclined & some tool knowledgeable
- Smart phone with internet & email functionality
- Valid NC Driver's License with a somewhat clean record

Pay: Starts at \$12.00 but could start higher based on experience. Increases awarded based on performance.

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