



**GENERAL POSITION DESCRIPTION/FLOOR & CARPET TECHNICIAN  
NON-EXEMPT, FULL/PART-TIME, HOURLY**

Under the direction of the General Manager and/or supervisor, the Floor/Carpet Technician is responsible for the maintenance of all carpets and/or floors for Landrum SG's clients.

**Reports to:** General Manger/VP of Operations

**Responsibilities:**

- Sweeps and dust mops (*tile floors, hardwood surfaces, etc.*).
- Sweeps using a push broom or straight broom.
- Mops/polishes tile and hardwood surfaces.
- Vacuums carpets and upholstery.
- Extracts carpets and upholstery using carpet-extracting machine.
- Spot cleans carpets and upholstery.
- Repairs minor floor damages, and strips floors when needed.
- Refinishes hardwood floors.
- Operates buffing machine, auto scrubber, and auto burnisher.
- Performs other duties as assigned.

**Accountability:**

1. All Floors are properly cleaned before leaving shift.
2. Providing the General Manager with daily reports and updates on all work performed.

**Knowledge, Skills, and Abilities:**

- Knowledge of stripping floors (*tile and wood surfaces*), and the cleaning of carpets and upholstery.
- Ability to operate a buffing machine, auto scrubber, and auto burnisher.
- Knowledge of spray buffing and polishing.
- Knowledge of refinishing hardwood floors.

**Preferred Qualifications:**

- Two years experience in floor/carpet care.
- High school diploma or GED.
- Must be able to communicate effectively with supervisors and co-workers.
- Able to be trained in MSDS sheets and other safety procedures.
- Able to stand and walk for extended periods of time.
- Capable of kneeling and reaching on a regular basis.
- Capable of lifting, pushing and carrying up to 75 lbs.
- Candidates must satisfactorily complete a criminal background check.

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Employee Signature

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Date