



LANDSCAPE · NURSERY · GARDEN CENTER

---

## EMPLOYMENT OPPORTUNITY: Maintenance – Wilmette Retail Store and Chalet Office Plaza

The Chalet has an opportunity for a full-time, year-round Maintenance position to help us maintain an organized and safe working and shopping environment for our staff, tenants, customers, and visitors. This position reports to our Facilities Manager and would assist with all handyman and maintenance projects for our 5 story office building, 5,000 square foot retail store, and 2,500 square foot administrative office on our Wilmette campus.

### Responsibilities include:

- Ensuring that all work and retail spaces are clean and safe.
- Provide courteous, professional and prompt customer service to staff, tenants, customers and visitors. Attend to emergencies when necessary.
- Possible daily tasks include handling recycling materials, replacing light bulbs, cleaning and polishing fixtures – using power equipment and forklift amongst.
- Proactively identify maintenance and minor repairs that are needed. Perform maintenance and minor repairs and inform Facilities Manager of more major issues that need outside services.
- Assist with the setup of facilities for meetings or events.
- Maintain outside walk areas, including sweeping leaves, debris etc. Clean gutters as needed.
- And other maintenance or upkeep tasks as needed.

### The ideal candidate will possess the following qualifications:

- Previous custodial and/or maintenance experience is required along with strong mechanical aptitude. Knowledge of and use of hand and power tools preferred.
- Have a friendly and easily approachable style with the desire to provide professional, prompt and courteous customer service.
- Must be able to lift 75 pounds, bend, reach, push/pull, kneel, climb, and confidently use ladders. Forklift certified a plus.
- Be able to see the little things and the big picture, proactively identifying, trouble shooting, and resolving any facility issues. Good time management skills to prioritize and attend to issues.
- Trustworthy, dependable, conscientious, organized and a self-starter.
- We are a drug-free work environment. All offers are contingent on satisfactory results of a pre-employment drug test. Given the highly trusted nature of this job, consent to both a background check and motor vehicle check is required post offer.

This is a full-time, year-round position that works a 5-day work week, working at least half a shift on Saturday and up to 4 and a half shifts during the week. We offer a competitive hourly rate and full benefits package including medical, dental, life and disability insurances, FSA, sick pay, paid time off, holidays, and 401(k) with match.

Please reach out to Alex Mikus at [AlexM@chaletnursery.com](mailto:AlexM@chaletnursery.com) with your resume (if you have one) if you are qualified and interested in this role.