Populist
Cleaning Co

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Position Profile- Branch Support Specialist

Reports to: Branch Manager

Skills and Competencies:

- Strong ability to track, manage, and replenish inventory.
- Skilled in organizing supply rooms, equipment storage, and workspaces.
- Attention to detail when labeling, counting, and maintaining stock levels.
- Ability to perform repairs on equipment such as vacuums, walk-behind and ride-on scrubbers.
- Ability to assemble cleaning equipment and tools.
- Basic mechanical troubleshooting and problem-solving skills.
- Ability to plan efficient delivery routes and manage supply/equipment drop-offs and pickups.
- Strong time-management skills and reliability in completing daily delivery schedules.
- Skilled in light maintenance tasks such as installing dispensers, replacing keys/locks, hanging shelves, and minor facility fixes.
- Strong communication skills.
- Strong customer service mindset.
- Basic computer skills for inventory systems, email, and documentation.
- Ability to document repairs, deliveries, and supply usage accurately.
- Self-motivated, dependable, and able to work independently.
- Strong problem-solving ability with a proactive mindset.
- Able to maintain cleanliness and organization within work areas.
- Ability to lift and move up to 50 lbs. regularly.
- Able to manage multiple tasks efficiently.

Common tasks include but are not limited to:

- Manage supply inventory including tracking, ordering, and restocking items.
- Organize and maintain supply rooms, equipment storage, and warehouse areas.
- Deliver supplies, equipment, and occasional food orders to job sites.
- Wash, dry, and restock rags and mops.
- Repair equipment such as vacuums, walk-behinds, and ride scrubbers.
- Assemble new equipment or replacement parts as needed.
- Perform light maintenance tasks.
- Coordinate vehicle maintenance and repair for support cars.
- Maintain accurate documentation for inventory, repairs, and deliveries.
- Communicate with supervisors and branch teams regarding supply needs and equipment issues.
- Ensure small tools, parts, and supplies are properly labeled and stored.
- Assist with special projects or emergency requests as needed.
- Adherence to safety protocols and proper equipment usage.

Education, Certifications and/or Experience:

- High School Diploma preferred.
- Valid Driver's License with an insurable driving record.
- Basic mechanical knowledge and comfort working with equipment/tools.
- Ability to use computers, smartphones, and inventory software.
- Prior experience in inventory, warehouse, maintenance, or equipment repair is preferred.

Work Environment:

- Frequent travel to job sites for deliveries and equipment support.
- Regular exposure to cleaning chemicals, equipment noise, and shop conditions.
- Physical work involving lifting, bending, carrying, assembling, and light maintenance.
- Fast-paced environment with changing priorities depending on branch needs.