**Company Name**



Street Address

Your City, ST ZIP

**YOUR PLACE IN THE COMPANY: Facilities Manager**

**YOUR LEADER:** VP-ADMINISTRATION

**WHO YOU LEAD, TEACH AND SUPPORT:**  General Services, Facilities Services

**HOW YOU HELP THE COMPANY SUCCEED:** Provide support related to office supplies procurement and maintenance, recordkeeping and housekeeping.

**MAIN RESULTS EXPECTED FROM YOU:**

* Ensure that all office supplies used in the normal course of business are available in the office.
* Ensure that the offices, especially the customer-facing areas, are clean, tidy, and representative of the company.
* Be able to source unusual items which may be needed by other members of the team.

**MAIN WORK YOU DO:**

* Check inventory of housekeeping items no less than weekly and procure necessary items.
* Check inventory of office supplies no less than weekly and procure necessary office supplies…
* Vacuum and dust, or cause to be vacuumed and dusted, all customer-facing areas of the company office space, including the entry areas and all offices no less than weekly.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.