



General Filters
Incorporated

Custodian/Building Security - 2nd Shift

General Filters is a privately held and family owned manufacturer of Whole House Residential Indoor Air Quality Products and Oil Filters. Located in Novi, MI and founded in 1937, the Company brings professional experience spanning over three generations of implementing strict quality and assurance systems to deliver premium dependable products and providing great customer service.

The Position

The **Custodian/Building Security** works the 4:00 PM to 12:00 AM shift and will have significant responsibility for maintaining the building and office space while carrying out all cleaning, upkeep and security duties. This is a great opportunity for someone who is reliable and enjoys working independently.

This self-starter is tasked with cleaning all bathrooms, lunch areas, offices and the lobby area, monitoring stock on all cleaning supplies, buffing and cleaning office floors, cleaning outside of the office windows during spring and summer months, and ensuring all machinery and equipment is shut down, among other things.

Why Work for General Filters

The Company has a family oriented and productive atmosphere. With a generous benefit plan and competitive salary, this position will allow an individual to maintain a consistent and autonomous role within a successful and growing Company.

Targeted Experience, Skills, and Abilities

- High School Diploma or equivalent training and experience
- Knowledge of basic cleaning chemicals and supplies
- Reliable with a great sense of judgement and decision-making skills
- Integrity and ability to work independently

Compensation, Benefits, and Structure

This is a full-time, permanent hourly position working a consistent 40 hours a week 4:00 PM to 12:00 AM Monday through Friday. Starting pay rate will depend on skills and experience. In addition, the Company offers medical insurance, voluntary dental coverage, a generous Retirement Savings Plan, life and disability insurance, paid time off, and a team-based work environment.

The Recruitment Process

The recruitment process includes one phone screen, up to two in-person interviews, candidate assessments, and a pre-employment background check. The process is designed to ensure that General Filters and the candidate are aligned in their long-term goals and have shared core values.

The Company is an Equal Opportunity Employer!