

Cintas is looking to recruit for our Management Trainee Program in the following states:

MI, WV, VA, PA, MD, DE, PA, NJ, NY, RI, CT, MA, NH, VT, ME

POSITION OBJECTIVE/RESPONSIBILITIES:

The objective is to develop a foundation of Cintas business knowledge and leadership skills while working hands on with partners to prepare the Management Trainee for critical leadership roles within Cintas. This is a rotational leadership program where the management trainee will move from department to department to be exposed and learn important business practices from the ground floor. During these rotations, they will work on additional projects to ensure they have a sustainable impact in their area of focus.

JOB REQUIREMENTS:

Perform specific tasks and work on value-add projects in the various rotations within their assigned division. The MT will also gain an understanding of how each department depends on and works with other departments.

- **Orientation:** Gain an understanding and working knowledge of Cintas culture, policies and procedures, Code of conduct, and Cintas business divisions.
- **Office/HR Rotation:** Gain knowledge and understanding of the following: audit procedures, SAP system, financial statements, turnover, accounts receivable, customer service, accounts payable, safety, hiring process, communication, performance management, employment practices, administrative responsibilities, new account setup, and staff meeting protocols.
- **Service Rotation:** Gain knowledge and understanding of the following: route procedures and structure, customer interaction, customer service, service Key Performance Indicators, goodwill practices, reporting, and service training practices.
- **Warehouse Rotation (FAS/Fire):** Gain knowledge and understanding of the following: inventory control, filling orders, warehouse systems and procedures, and warehouse key performance indicators.
- **Production Rotation (Rental):** Gain knowledge and understanding of the following: plant technology, production processes, compliance procedures and requirements, plant key performance indicators and production partner performance reviews for all production positions.
- **HSS Rotation (FAS):** Gain knowledge and understanding of the following: Training and Compliance products and services, how to present training effectively, increased sales skills, Training & Compliance key performance indicators, and overall growth strategy of

the business.

- **Sales Rotation:** Gain knowledge and understanding of the following: Requirement Based Sales process and techniques, new account onboarding and installation, SAP and Microsoft Dynamics, familiarity with all products and how to present those to customers, how to phone block and cold call, sales key performance indicators, and exposure to hands on selling in the field.
- **Six Sigma Rotation (Rental):** Have a basic understanding of the following: company process improvement strategies, Greenbelt Training, project based assignments, and help create innovative sustainable processes throughout the location.
- **Management Rotation (Rental):** Have a basic understanding of the following: management positions within the location and Cintas, the progressive discipline process, conflict resolution, executive acumen, partner performance review process, staff and training meetings, and how to lead partners and manage the business.

Requirements:

- Must have undergraduate four-year degree from an accredited college or university
- Business degree preferred
- Excellent interpersonal skills
- Excellent communication skills
- Ability to multi-task within a team environment
- Willingness to work the necessary hours to achieve the required results
- Strong motivation to succeed
- Ability to use computer hardware and software such as Microsoft Office
- Ability to move geographically during or after the program is preferred