

COMMERCIAL DOORS, FRAMES & HARDWARE - TOILET PARTITIONS & ACCESSORIES - SUPPLY - ACCESS CONTROLS

HOUSEKEEPING

ASSOCIATE

Summary:

Maintain area to present a clean and safe environment. Empty trash receptacles in building and warehouse; keep break areas and coffee stations clean and supplied, daily attention to all restrooms.

- Empty trash cans in assigned zones
- Wipe break area counters and coffee stations daily
- If certified by Hull Supply, Operate Forklift
- Keep break area supplies replenished, such as coffee, sugar, creamer, utensils, cups, plates, paper towels
- Clean bathrooms daily using checklist
- Observe safety practices
- Thoroughly Clean break areas per schedule, using checklist
- Wash windows
- Report any safety departures or hazards to supervisor
- Perform general cleaning per checklist
- Dust and vacuum or sweep offices weekly
- Other duties as assigned

Requirements / qualifications:

- Courteous, personable, alert, listens well, communicates well; cooperative team player
- Knowledge of hygiene and cleaning procedures
- Able to lift up to 75 pounds repeatedly through day
- Knowledge of safe handling of chemicals
- Understanding of Safety practices
- Excellent attendance and promptness

These statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed

Employee Name

Date Received

Jack Clark, Supervisor

Date Approved

Rick Hull, CEO

Date Approved