

# Housekeeping Attendant | Production

 **Department:** Administration  **Reports to:** Executive Assistant  **Employment Type:** Mon-Fri – 1:00 p.m. to 9:30 p.m.

## About the position:

The Housekeeping Attendant of Production upholds high standards by thoroughly cleaning multiple facilities to enhance the employee and customer experience. Compensation is hourly, and vision, medical, life, dental, and 401K benefits are included.

## About us:

As a specialist within the STOCKMEIER Group, an organization rich in tradition, we have been developing and producing polyurethane systems such as coatings, adhesives, sealants and elastomers for a wide variety of industrial and sports applications since 1991. To this day, we have been family-owned and operated, providing us with a solid base for the considerable growth we have experienced in the past two decades. With production and research facilities located in Germany, France, the United States, and the United Kingdom, we employ over 180 employees, manufacture and develop over 1,500 products, and serve over 5,000 customers globally.



## Responsibilities

### General Housekeeping (Administration & Plant Office Areas)

- Clean offices, kitchens, hallways, lobbies, lounges, restrooms, corridors, locker rooms and other work areas to meet health standards.
  - Dust and polish furniture and equipment.
  - Polish silver accessories and metalwork such as fixtures and fittings.
  - Load and unload dishwasher; hand wash dishes and utensils as needed.
  - Clean rugs, carpets, upholstered furniture, using vacuum cleaners and/or shampooers.
  - Sweep, scrub, wax, and/or polish floors, using brooms, scrubbers, or mops.
  - Empty wastebaskets and transport trash to disposal areas.
  - Stock the bathrooms and kitchen with supplies.
- Remove trash from parking lot.
- Weeding of shrubbery areas.
- Wash windows, walls, ceilings, and woodwork as needed.
- Additional tasks/projects at the direction of supervisory staff.

### Production/Warehouse Housekeeping (Plant & Lab Areas)

Steel Toed Shoes & Safety Glasses required (provided by company)

- Clean out kitchen cabinets and wipe down monthly.
- Wipe down cabinets in lab and run floor scrubber (does not include lab countertops or equipment).
- Wipe down lockers and stalls in locker rooms.
- Wash bedding for sleeper trucks.
- Clean railings and steps.
- Sweep and maintain internal perimeter of plant (does not include main production floor or running Zamboni scrubber).
- Pick up rags and trash around plant and transport to disposal area.
- Maintain supply of production filter bags.
- Transport packages to appropriate Administration staff.

## Skills, Experiences, & Requirements

- Ensure understanding of the Quality Policy and Quality Objectives
- Ensure all housekeeping procedures are followed to maintain a clean facility
- At least two years of experience in the home/ industrial cleaning field required
- Provide work and personal references
- Must be reliable, organized, and self-motivated
- Must have valid driver's license and own transportation.
- All candidates must undergo and pass a drug screening and a reference security check.

#### Disclaimer:

The above statements are intended to describe the general nature and level, or work being performed by people assigned to this position. 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.

Have we sparked your interest? Then we look forward to your application. Send resume and cover letter to:

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