



Sioux Manufacturing Corp.

Job Posting

Job Announcement

Job Title: Housekeeper (Temporary)
Shift: Day Shift
Posting Date: 10/8/20

Department: 31-Housekeeping
Grade/Level: \$10.00-\$14.00
Closing Deadline: 10/15/20

QUALIFICATIONS:

- Understanding general cleaning products and equipment.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Perform cleaning services for Pentagon, Supervisors & QA hallways, all restrooms, cafeterias and all other traffic areas in Plant 1, Plant 1A & Plant 1B.
- Mopping, stripping, and waxing of all designated areas. Dust and mop all tile floors including cafeterias, mezzanines, restrooms, lobby, and hallways.
- Dust and mop steps to cafeterias.
- Vacuuming of all carpets in Supervisor area and QA area.
- Emptying of all wastebaskets and trash receptacles, except in office areas.
- Clean the lobby area of Plant 1.
- Washing interior windows and exterior windows as required and if weather permits.
- Restrooms to be cleaned daily and all dispensers to be filled as needed.
- Cafeterias to be swept and mopped once a week or as needed. All napkin dispensers to be filled as needed and tables to be washed daily.
- Provide list of cleaning supplies and paper products needed to Safety/IT Technician on a monthly basis or as needed.
- Other duties specific to general housekeeping and light duty maintenance.
- Assist in settings up tables, chairs, tablecloths, silverware, cups, drinks, & food for special dinners or anniversaries. Assist in cleaning, putting away tables, chairs, and trash after special dinners or anniversaries.
- Wash hallways every month.
- Take out garbage from outside trash bins as needed. Other duties assigned by supervisor.

This position has become available at Sioux Manufacturing Corporation. Applications can be picked up at 1115 Dakotah Drive Fort Totten, ND or printed from company website www.siuoxmanufacturing.com A completed application must be submitted by the posting deadline in person or by fax: (701)766-4089

NOTE: Sioux Manufacturing Corporation takes pride in its accomplishment in meeting its responsibilities and obligations regarding equal opportunity employment and gives its wholehearted support to the principle of equal employment opportunity.