



M E C H A N I C A L , I N C .

4275 SPARTAN INDUSTRIAL DR., GRANDVILLE, MI 49418-2503

Job title	<i>Office Housekeeper</i>
Reports to	<i>Executive Vice President</i>
Status	<i>Part-time / Non-Exempt</i>

Job Purpose

The Office Housekeeper performs light to moderate cleaning duties to maintain the office interior in a clean, sanitary, and orderly condition. Duties include cleaning private offices, as well as shared areas, such as meeting rooms, break rooms, restrooms, waiting/reception areas, and hallways.

Primary Duties and Responsibilities

- Gather and empty trash receptacles, cleaning around receptacles as needed.
- Empty paper shredder(s) and properly dispose of contents.
- Clean restrooms and ensure they are stocked with paper towels, hand soap, and toilet paper.
- Clean showers and ensure they are stocked with shower soaps.
- Vacuum carpeted areas in private offices and shared work areas.
- Arrange for and facilitate quarterly carpet cleanings by professional carpet cleaners.
- Sweep, mop, or scrub non-carpeted building floors.
- Clean spills and soiled areas with appropriate solvent and equipment.
- Wash interior windows, walls, mirrors, counter tops, and glass surfaces.
- Dust furniture, machines, equipment, and fixtures.
- Clean employee breakroom (kitchen) and coffee areas and ensure these spaces are neat, including washing dishes.
- Move furniture or equipment to clean under and around, as needed.
- Organize, plan, and prioritize work to complete tasks neatly and efficiently.
- Follow procedures for the use of chemical cleaners and equipment to prevent damage to surfaces.
- Oversee the stock of kitchen and restroom paper products, soaps, and cleaning supplies and relay needs to office supply coordinator.
- Notify management of any major office cleaning concerns.
- Use proper lifting techniques when moving heavy objects.
- Comply with federal, state, and company policies, procedures, and regulations.
- Regular attendance and punctuality.

Qualifications

- High school diploma preferred
- Previous experience in housekeeping or janitorial work preferred
- Strong attention to detail and organizational skills
- Must be dependable, responsible, and cooperative



- Proficient in customer needs assessment and meeting quality standards
- Ability to work independently and perform duties with little to no direct supervision

Hours and Work Environment

Hours and work days are flexible based on agreement between employee and Management. Routine tasks must be completed between Monday and Friday of each week. Some tasks, such as vacuuming, may only be done after office employees vacate the building. Larger, special tasks, such as carpet cleaning, will be scheduled and completed on Saturdays.

Hours are worked in an indoor office environment. Most of the time is spent standing, walking, or bending while cleaning. The ability to move or lift heavy supplies or equipment may be required. Some tasks, such as cleaning restrooms and trash areas may be dirty and unpleasant.

Travel

Travel is not expected for this position.

Other Duties

This job description is not intended to include a comprehensive list of all activities, duties, or responsibilities that are required by the employee for this position. Responsibilities, activities, and duties may change at any time with appropriate notice.

Approval and Acknowledgements

This position description has been approved by Human Resources and Executive Management. The employee's signature below indicates the employee understands the requirements, functions, and duties of this position.

Employee _____ Date _____

Employee's Supervisor _____ Date _____

Human Resources _____ Date _____