



PART-TIME HOUSEKEEPING
(Job Description)

Classification: Nonexempt

Reports to: Tomah Plant Manager

Hours: Tuesday 6:00 AM – 2:00 PM, Wednesday 6:00 AM – 2:00 PM and Friday 6:00 AM – 2:00 PM

Summary/Objective

The housekeeping position maintains high standards of quality by keeping the facilities clean according to Mill Haven Foods policies and adhering to the Good Manufacturing Practices as well as food safety requirements.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Maintain a neat appearance throughout the building following Good Manufacturing Practices
 - o Scrub, mop, clean, and vacuum, floors, walls, and ceilings
 - o Dust, clean, and polish furniture, other equipment, and metal work.
 - o Wash windows, woodwork, washrooms, and fixtures.
- Replace light bulbs, towels, soap and paper products
- Work with company that cleans throw rugs, mop heads, cleaning rags, uniforms to ensure everything is in place for pick-up and delivery
- Establishes their schedule and plans daily work assignments to follow SOP's..
- Manages company housekeeping problems and communicates effectively with manager
- Adherence to all safety policies and procedures
- Other tasks assigned as necessary to keep the facility compliant with SQF, FDA, USDA, and other regulatory agencies requirements.
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Competencies

Thoroughness, Detail Oriented, Teamwork Oriented, Time Management, Communication, Self-Motivating

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

Performing the duties of this job include: contact with dry dairy products, frequent exposure to airborne particles, exposure to fumes, moving mechanical parts, and vibration. The noise level in the work environment can be loud.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to go up/down stairs, stand, walk, use hands to finger, handle or feel; and reach with hands and arms

The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl. The employee must frequently lift or move up to 10 pounds and occasionally lift up to 25 pounds.

Travel

No travel is expected for this position.



Education and Experience

Required: High school diploma or GED. Preferred: Previous housekeeping experience

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.