

Job Title:	General Maintenance & Utility Position
Position Type :	Full Time
Job Description	
Reports To: Production Manager	
Job Purpose: Provide support to entire team by maintaining facility and providing support to shipping/receiving and production team	
Duties:	
<ol style="list-style-type: none"> 1. All employees are responsible for knowing and adhering to company rules, policies and guidelines as outlined in the Steinhauer, Inc. Employee Manual. These include general employment rules and policies, as well as information and policies related to conduct, safety, and benefits. 2. All employees are responsible for adhering to all Standard Operating Procedures related to their position. These include SOP applicable to all employees as well as position-specific SOP for each employee. 	
Assist with the following when needed:	
<ol style="list-style-type: none"> 1. Moving materials for machine operators 2. Loading and unloading delivery trucks 3. Help warehouse manager pack and prepare orders for shipment 4. Utility work as needed 5. Build shipping boxes 6. Cut cores 	
Building / Shop / & Property Maintenance	
<ol style="list-style-type: none"> 1. Keep general areas of shop swept, mopped, and any scraps picked up 2. Collect and empty all trash and recycling on an as-needed basis 3. Maintain dumpsters; rolling them in and out of building 4. Collect escaped scrap and maintain cleanliness in compactor room 5. Compact cardboard scrap and maintain for collection 6. Restrooms (2x week): <ol style="list-style-type: none"> a. Vacuum or sweep floors and wet mop with germicidal disinfectant b. Clean and sanitize restroom fixtures including toilet bowls, toilet seats, urinals, basin sink and sinks – inside and out, both sides of toilet seats, and all exposed plumbing c. Clean and polish mirrors d. High dust tops of doors, partitions, mirrors and vacuum air vents e. Restock toilet paper, paper towels, hand soap, and other supplies f. Empty sanitary napkin receptacle and spray with disinfectant g. Empty trash containers, replacing liners, and remove garbage to dumpster 7. Kitchen / Break Room (2x week): <ol style="list-style-type: none"> a. Empty trash containers, replacing liners, and remove garbage to dumpster b. Damp wipe exterior and interior of microwave ovens c. Vacuum or sweep then wet mop floor with germicidal disinfectant d. Clean and polish water cooler e. Sanitize handles and exterior of refrigerator and other appliances f. Sanitize tabletops & counters g. Damp wipe exteriors of cabinets h. Dust window ledges and face of television i. Clean and sanitize sinks j. Spot clean backsplash and walls around trash receptacles to remove marks and smudges k. Sanitize time clock 8. Entrance/Lobby/Reception/Hallways/Common Areas/Conference Rooms – twice weekly <ol style="list-style-type: none"> a. Spot clean interior area and lobby front doors & entrance glass to remove fingerprints and smudges b. Also spot clean internal partition glass to remove fingerprints and smudges c. Empty trash containers, replacing soiled liners, remove collected trash to dumpster d. Vacuum mats, rugs, & carpeted areas e. Vacuum resilient floor areas and damp mop to remove spills and stains f. Sanitize reception counters and other high touch areas such as telephone, copier, door handles, etc. g. Vacuum and dust conference rooms and sanitize frequently touched areas including table tops; chairs; etc. h. Clean exterior face of reception area to remove fingerprints, spills, and smudges 	

- i. Dust picture frames, display items, furniture, credenzas, high reach areas (including shelves, ledges, and vents), and dust window ledges
- j. Remove cobwebs
- k. Clean baseboards, edges and corners
- 9. Private Offices – twice weekly:
 - a. Vacuum
 - b. Empty trash and replace liners
- 10. General
 - a. Request cleaning supply items as needed to keep replenished
 - b. Report any maintenance or security issues immediately
 - c. Keep supply closet neat and orderly
 - d. If leaving the building when no one else is present, make sure to turn off all the designated lights, lock doors, and set alarm
 - e. There may be additional tasks requested as needed, such as cleaning interior of kitchen cabinets, cleaning interior of refrigerator, etc.
- 11. Property:
 - a. Outside custodial duties consisting of mowing the lawn, pulling weeds, spreading salt in winter and clearing parking lot /areas surrounding the building of debris such as trash and leaves.
- 12. General maintenance items including minor repair work; lightbulb replacements; painting
- 13. There may be additional tasks requested as needed, such as cleaning interior of kitchen cabinets, cleaning interior of refrigerator, etc.

Physical requirements: *Must be able to perform the essential functions of this position with or without reasonable accommodations.*

- 1. Standing: Remaining on one's feet in an upright position - frequently
- 2. Walking: Moving about on foot - frequently
- 3. Sitting: Remaining in the seated position - seldom
- 4. Lifting/Carrying: Raising/lowering an object from one level to another up to 40 lbs - frequently
- 5. Pushing/Pulling: Exerting force upon an object moves away or toward the force - frequently
- 6. Reaching: Extending hand(s) and arm(s) in any direction - sometimes
- 7. Vision: Clarity of vision from 20 inches to 20 feet or more – frequently
- 8. Environmental Conditions: Work is generally performed indoors in varying temperatures.
- 9. Work Related Tools: Being able to fully utilize hand and power tools and operate motor vehicles -frequently
- 10. Stamina requirements – may be required to work weekend and holidays, up to 50 hours per week - sometimes

Preferred Qualifications and Skills:

A minimum requirement of high school diploma or general education degree (GED); general handyman experience preferred. Possess a TEAMWORK attitude. Utilizes strong time management, project management, communication, problem solving, and organizational skills. Successfully manages priorities, drives decisions and obtains closure on recommendations and issues. Highly skilled in communication – both written and verbal.

Note: The responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Company.