Office Housekeeping Attendant

Illinois Housing Development Authority (IHDA), one of the Nation’s preeminent Housing Finance Agencies and one of the State’s ten largest financial institutions, is currently seeking an Office Housekeeping Attendant to build upon their 50+ year leadership in housing finance.

This position has been created in connection with the need for consistent cleaning of contact surfaces in connection with the COVID-19 pandemic. This position is responsible for the general cleaning, housekeeping and disinfecting of all office areas. The engagement of this position is a minimum of six months.

Responsibilities:

Responsible for the cleaning and disinfecting of, including, but not limited to, all offices, workstations, conference rooms, glass, common areas, bathrooms and kitchens.

Responsible for routine wiping down of frequently touched surfaces including, but not limited to, touch screens, chairs, tables, typewriters and any and other miscellaneous and items frequently utilized by other individuals.

Responsible for detail cleaning and disinfecting of all onsite appliances including, but not limited to, microwaves, refrigerators, toasters, and other kitchenette appliances.

Requires the ability to move materials weighing as much as 60 pounds. Requires lifting, walking, moving, squatting, climbing, and standing for long periods of time.

Requires the ability to dust mop and wet mop hard surface floors, as well as safe removal of waste products.

Must have a clear understanding of how to handle and use cleaning and disinfecting products.

Must practice safeguard standards including, but not limited to, the wearing of appropriate PPE items as prescribed by management.

May require a variable work schedule and occasional weekend work in order to accomplish time-sensitive tasks.

Requirements:

High school diploma or GED equivalent required. 1-2 years of experience in housekeeping or similar related experience required.

Excellent benefits package, including 401 (k); immediate vesting.

To apply, submit resume and to:

https://workforcenow.adp.com/mascr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=393047&source=CC2&lang=en_US

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