

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, and to act as office services support during staff absences.

Essential Functions:

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 cleaning and caring for all entry kiosk areas and checking stock levels of all PPEs and replace when appropriate.

Responsible for routine wiping down of frequently touched surfaces including, but not limited to, touch screens, chairs, tables, typewriters and any and other miscellaneous 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, periodic end-of-the-month cleanings.

Responsible for maintaining calendar, setup, and cleaning of Glass House I, II, and III for all meetings and Board meetings.

Acts as backup to Administrative Services staff during absences. Duties will include but not limited to sorting incoming mail and overnight deliveries for departments, stocking paper at each copier machine, monitoring destruction bins and accompanying vendor during scheduled pickups.

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.

Education and Experience 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/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&ccId=19000101_000001&jobId=427632&source=CC2&lang=en_US

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