

## **House Keeping**

**Job Summary:** This position implements procedures designed around the daily operation of house keeping of the Administration offices, through daily direction of the Office Manager and General Manager within the GP Cattle Division.

A strong sense for safety is required.

## **Essential Functions:**

- Sweep, mop, and vacuum floors
- Clean administrative offices by emptying trash, sweeping, and cleaning surfaces
- Mix various cleaning agents
- Clean windows, mirrors, using soapy water or other cleaners, sponges, and squeegees
- Dust furniture and scrub surfaces clean
- Move furniture as required for cleaning
- Clean and service restrooms with mops and disinfectants.
- Identify and report possible repairs
- Other duties as assigned

Green Plains Cattle offers competitive wages and a 401(k) retirement plan with immediate vesting and company safe harbor matching. All potential employees of Green Plains Cattle Leoti, will be required to successfully pass a pre-employment drug screening and background check prior to employment.

Equal Opportunity Employer

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may be assigned.

## **Work Environment/Physical Demands:**

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles and is frequently working near moving mechanical parts. The work environment and machinery exposes the employee to regular vibration. The employee is exposed to indoor and outdoor weather conditions.

Ability to meet physical demands of the job includes but is not limited to: regularly sit, frequently required to climb or balance, ride a horse, occasionally required to walk and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception and ability to adjust focus.

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