



International Grains & Cereal

6902 Hwy 66,
Greenville, Texas 75402

Draft 2

Position: Porter

Regular full-time

Position Summary: International Grains and Cereal, LLC, Is now recruiting for a Porter who will be primarily responsible for the cleaning and housekeeping of our various facilities within the Plant.

The Porter conducts routine rounds of various rooms and facilities, sweep, mop, or vacuum floors, scrub walls and windows, and remove trash. The Porter maintains the cleanliness and safety of the building, looking out for GMP's violations and other possible safety threats and or violations.

Work Status/Schedule: Regular Full time, Monday-Friday, First-shift

Note: May work some evenings, weekends, or holidays if needed.

Reporting Structure: The Porter position reports directly to OSHA/Safety Supervisor

Summary of Key Responsibilities:

- Cleans and maintains factory and industrial equipment.
- Ensures equipment is free of grease, oil, residue, and other materials.
- Cleans floors around machinery and elsewhere in the facility as assigned.
- Performs other basic janitorial services to ensure the facility is clean and safe; tasks may include picking up trash, emptying receptacles, and stocking restrooms in the facility as required.
- Maintains inventory of cleaning supplies and equipment.
- Be able to
- Performs other related duties as assigned.

Required Skills/Abilities:

- Ability to read, comprehend and follow instructions, labels, etc.
- Use cleaning chemicals and or agents safely and properly.
- Possesses excellent organizational and time management skills.
- Ability to use hand-cleaning tools such as mops, brooms, and brushes.
- Ability to use basic power-cleaning tools such as vacuums, floor scrubbers/buffers.
- Ability to learn and execute processes and cleaning procedures for industrial equipment use quickly, properly and safely.

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Physical Job Requirements:

- Physically agile, specifically able to walk, stand, bend, crawl, stretch, push, pull, kneel, lift and climb stairs/ladders.
- Ability to operate, move and or store light power equipment.
- Lift up to 35-50 pounds at a time.
- Work in tight and or awkward spaces.
- Work in a various weather conditions.
- Understand and execute simple, medium and difficult tasks in an efficient, thorough and safe manner, consistent with expectations.

Education and Experience:

- High school diploma or equivalent
- 2-3 years of custodial and or cleaning experience preferred
- Work experience in food plant and or manufacturing, a plus

On-the-job training and uniform provided

Salary: \$13-15 per hour, based on experience

ADA Statement: International Grains and Cereal, LLC is committed to compliance with the American with Disabilities Act (ADA) which prohibits the discrimination of qualified individuals Who can perform the essential functions of the job with or without reasonable accommodations.

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