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# Example of AM / PM Job Description

Our growing company is looking for an AM / PM. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for AM / PM

* Loading, transferring, and unloading of parts on and/or from paint line
* Inspect quality of parts before and after finishing process
* Perform work duties in a safe manner and in accordance with policy (including wearing required proper personal protective equipment, work habits and performing appropriate housekeeping duties
* Prints Count Sheets in location sequence
* Conducts physical inventory count and enters quantity onto Count Sheet
* Records and enters count results into system files
* Run transaction history to identify the last locations that product was stored
* Perform "Empty" location audits
* Record and report the results of the count and audits
* Report findings to department supervisor or designated representative

## Qualifications for AM / PM

* Knowledge of materials, equipment and methods used in the cleaning and upkeep of buildings
* Ability to follow communicated instructions and work independently after instructions
* Must possess computer usage skills
* Satisfactory demonstration of individual’s ability to meet minimum qualifications
* Previous experience in university or school custodial services
* Minimum of one year custodial work experience