

Part-Time Custodian Position

Whetstone Valley Electric Cooperative, Inc.

Office Cleaning Position

Objective: To keep office and equipment clean, neat and orderly

Accountability: Reports to Gail Barlund, Office Manager

WEEKLY --

- Clean approx. three times a week (M-W-F)
- Clean out garbage cans in all offices, including the shredder, take garbage to dumpster
- Vacuum all hallways & offices; vacuum boardroom once a week (as needed)
- Clean & dust two front/upper counters of cashier & billing clerk
- Dust filing cabinets in all offices
- Clean front entrance
- Clean boardroom, wipe down coffee tables/chairs & walls
- Wash dishes/coffee pot
- Clean, sanitize & polish all fixtures including toilet bowls, urinals & sinks, sweep & wash bathroom floors in the rest rooms (4-three in main office, one in east warehouse) restock tissues, paper towels, soap, etc.

MONTHLY –

- Dust windowsills in all offices, front of office and boardroom
- Dust wood blinds, as needed
- Clean cubical windows between offices, as needed

YEARLY –

- Wash windows twice a year (spring & fall)

Must be able to work well under minimal supervision

Capacity to take direction

Physically capable of lifting/moving objects up to 50 pounds as necessary

Let management know when you are running low on garbage bags or other cleaning solutions & switching of normal cleaning schedules

Whetstone will have custodian who is awarded the cleaning agreement, sign the contract and they will also have to provide a Certificate of Insurance for Comprehensive Liability & Workers Compensation Coverage for \$2,000,000.00

Part-Time Custodian Position
Whetstone Valley Electric Cooperative, Inc.
Shop Cleaning Positions

Objective: To keep shop areas & equipment clean, neat and orderly

Accountability: Reports to Jon Christensen, Operations Manager

Every Other Week –

- Vacuum carpet in the main shop area
- Sweep & mop shop/ramp/other warehouse, material room, lineman and electrician's rooms
- Dump all garbage containers (in all buildings to main dumpster)
- Clean sink and water fountain in main shop

Hours will have to be between 8-4:30, if trucks are parked in garage, let operations manager or available employee aware to back the trucks out prior to cleaning

Must be able to work well under minimal supervision

Capacity to take direction

Physically capable of lifting/moving objects up to 50 pounds as necessary

Let management know when you are switching of normal cleaning schedules

Let management know if equipment (sweeper) is not working properly

Whetstone will have shop custodian who is awarded the cleaning agreement, sign the contract and they will also have to provide a Certificate of Insurance for Comprehensive Liability & Workers Compensation Coverage for \$2,000,000.00