

**PIERCE PEPIN COOPERATIVE SERVICES
ELLSWORTH, WI**

JOB POSTING

CUSTODIAN

Pierce Pepin Cooperative Services (PPCS) is looking to hire a custodian to provide cleaning services for multiple cooperative buildings.

Responsibilities Include (*not a complete list*):

- Cleaning, mopping, and vacuuming floors (tile, wood, and carpet)
- Emptying trash and recycling containers
- Dusting all surfaces and furniture including desks, tables, chairs, file cabinets, and shelves
- Clean and sanitize high touch surfaces
- Clean and sanitize employee and public bathrooms including mirrors, fixtures, sinks, toilets, and floors
- Clean and sanitize employee break area and kitchen areas
- Low dust horizontal surfaces to hand height
- High dust above hand height including moldings and shelving
- Clean and sanitize lobby area including all surfaces, glass areas, and furniture
- Wash interior windows and dust blinds
- Spot clean carpet stains and spots on furniture
- Inventory of cleaning supplies needed
- Light maintenance to include replacing light bulbs, filters, etc.

A successful candidate will:

- Take pride in the work they have completed
- Have knowledge of cleaning products and tools
- Have time management and organization abilities
- Be able to work with minimal supervision
- Be flexible for additional tasks as requested
- Cooperate with all employees and supervisor in maintaining good working relationships
- Learn and comply with all Cooperative policies, rules, and procedures

A comprehensive cleaning schedule will include weekly, monthly, and quarterly requirements.

Work schedule will be set to be completed outside of office hours (late afternoon, evening, weekend). It is anticipated that this position will work approximately 15 hours per week.

Employee must be physically able to complete required tasks – stooping, standing, kneeling, bending, lifting (up to 50 lbs), and have the ability to climb ladders and/or stools.

Previous experience in cleaning, housekeeping or custodial work required. Work references will be required.

After an offer of employment has been made, a physical exam is required which includes both drug and alcohol testing and a background check must be successfully completed.

To apply, candidates must send their resume and work references to:

Charity Lubich Vice President, Member Relations & Human Resources
Pierce Pepin Cooperative Services, PO Box 420, Ellsworth, WI 54011
715-273-2451 clubich@piercepepin.coop