

OFFICE CLEANER

This position is responsible for supporting the office operations by keeping our facilities clean and orderly through thorough cleaning and material stocking of entryways, reception area, restrooms, private offices, conference rooms, common areas, and the warehouse.

- Clean and sanitize all high touch surfaces, including but not limited to, main reception counter, door handles, common counter or table surfaces.
- Sweep and mop all hard surface flooring using a wet mop.
- Vacuum all carpets, rugs, and floor mats.
- Clean all door and side light glass in designated facility areas.
- Clean and sanitize all restrooms, including but not limited to, counters, toilet bowls, seats and urinals, surrounding walls, partitions and handles.
- Clean and polish restroom mirrors and stainless surfaces.
- Re-stock restroom paper towels, soap dispensers and toilet paper.
- Empty all garbage and recycling cans in designated facility areas.
- Reset chairs in conference rooms to be neat and orderly.
- Clean and restock all common spaces such as break rooms, training room and coffee stations.
- Notify building maintenance team of deficiencies or needs for repairs.
- Follow all health and safety regulations.
- Other duties as assigned.

OUR CORE VALUES



TRUST



PERFORMANCE



RELATIONSHIPS



REWARDS



SAFETY



DIVERSITY

LIGHTING THE WAY FOR INNOVATION.

Hunt Electric is a full-service electrical design, build, and maintenance company based in Bloomington, MN. Our unparalleled standard of building lands us roles on exceptional projects in a range of industries nationwide. You can find us at corporate headquarters, in luxury apartment complexes, on university campuses, and out in the solar field.

BUILDING BETTER TOGETHER

The best work happens when bright minds from many backgrounds put their heads together. Everyone brings something valuable to the table, no matter where they're at in their career. That's why we celebrate the contribution of everyone on our team, from freshly-hired interns (we have a 100% job-offer rate!) to seasoned veterans who have been with us from day one.



QUALIFICATIONS & EDUCATION REQUIREMENTS

- *High School Diploma or equivalent.*
- *3+ years of proven experience as a cleaner with experience as a commercial building cleaner.*
- *Knowledge of cleaning chemicals and supplies.*
- *Ability to work in a fast-paced environment with changing priorities and deadlines.*
- *Demonstrated professionalism, accuracy and attention to detail.*
- *Good communication skills, both written and verbal.*
- *Ability to work independently as well as in a team environment.*
- *Excellent time management skills and ability to multitask.*
- *Reliable and punctual.*



PHYSICAL REQUIREMENTS

- *This job operates in an office and warehouse environment and is occasionally exposed to weather conditions.*
- *Must wear personal protective equipment (PPE) per requirements, including but not limited to, safety glasses, gloves, and high visibility vest.*
- *Employees are frequently required to walk and stand for 8+ hour shift, and occasionally required to bend, kneel, reach, stoop, or crouch.*
- *Ability to push vacuum cleaner and cleaning supply cart for extended period of time.*
- *This position may occasionally lift up to 50 pounds.*

Hunt Electric Corporation is an Affirmative Action, Equal Opportunity Employer: M/W/Vets/Disabilities.

www.huntelec.com