



Position: Facilities Caretaker
Location: Sauk Rapids, MN
Exemption Status: Non-Exempt
Division/Department: Production
Hours: 6:00am to 2:30pm Monday - Friday

Position Summary:

Keep building in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, and cleaning snow or debris from sidewalk.

Primary Responsibilities

- Service, clean, or supply restrooms as necessary.
- Service, clean, and stock breakrooms with necessary supplies.
- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Gather and empty trash throughout the facility.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Requisition supplies or equipment needed for cleaning and maintenance duties.
- Dust furniture, walls, machines, or equipment.
- Strip, seal, finish, and polish floors.
- Clean and polish furniture and fixtures.
- Steam-clean or shampoo carpets.
- Move heavy furniture, equipment, or supplies, either manually or with hand trucks.
- Remove snow from sidewalks, driveways, or parking areas, using snow blowers, or snow shovels, or spread snow-melting chemicals.
- Monitor building security and safety by performing tasks such as locking doors after operating hours or checking electrical appliance use to ensure that hazards are not created.
- Move office furniture and equipment from office to office or building to building.
- Run errands and pick up supplies and parts as requested.
- Inspect fire extinguishers and emergency lighting, ensuring their operability.
- Respond to fire alarms; extinguish fires if possible.
- Complete and maintain all required paperwork, records, documentation, etc.
- Follow and comply with all safety and work rules and regulations.
- Maintain departmental housekeeping standards.

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- Other duties as assigned.

Technical Skills

- Requires the ability to operate a forklift truck, bobcat, steam cleaner, a variety of small hand tools, and ladders.
- Able to use a variety of standard business machines, such as a computer, calculator, telephone, etc.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Controlling operations of equipment or systems.

Qualifications and Skills

- High school diploma or GED required.
- 2-3 years' experience in janitorial position.
- Requires the ability to operate a forklift truck, bobcat, steam cleaner, a variety of small hand tools, and ladders.
- Ability to use variety of standard business machines, such as a computer, calculator, and telephone.
- Must have valid driver's license.
- Must pass DOT physical and drug test.

Reporting Relationship

- Reports to Assembly Manager

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; and use hands to finger, handle, or touch objects, tools, or controls. The employee frequently is required to talk or hear. The employee is occasionally required to sit; reach above shoulders; use foot/feet to operate equipment; climb or balance; and stoop, kneel, or crouch. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

About Us

Pinnacle Climate Technologies (PCT) invents, develops and manufactures heating and ventilation solutions through commercial, industrial, agricultural, DIY and other retail channels throughout the world. With manufacturing in North America and Asia, PCT serves a diverse customer base in over 25 countries, on every continent. With brands that include Master®, Schaefer®, Remington®, ProTemp®, Americ®, and STANLEY®, PCT is positioned as the global leader in industrial/construction heat, and portable ventilation products. For more information, visit www.pinnacleclimate.com

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Why Join Us

Our brands, both young and mature, now have 65 years of experience to draw upon as they optimize manufacturing efficiency, perfect distribution, and lead the industry. And with that, we're now able to innovate faster and more effectively deliver the highest-quality products to the marketplace. As a result, Pinnacle Climate Technologies is home to brands that are recognized worldwide for reliability, durability, and innovation. At Pinnacle—We make it possible.

Email hr@pinnacleclimate.com with your current resume and "name of job" in the subject line.

Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, disability, veteran status, national origin or other legally protected classifications.

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