



Your Touchstone Energy® Cooperative 

This institution is an equal opportunity provider and employer.

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Mailing Address: PO Box 90, Cresco, IA 52136
Local: 563.547.3801 | *Fax:* 563.547.4033

Minnesota Office
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Toll-Free: 800.432.2285 | **Website:** www.MiEnergy.coop

July 3, 2025

Part-Time Office Cleaner

MiEnergy Cooperative is seeking applications for the position of Part-Time Office Cleaners, one at our Rushford location and one at our Cresco location. Hours will be Monday thru Friday starting after 4:00 p.m., approximately 15-17 hours per week, which may include some Saturdays.

A complete job description can be obtained with an application on our website, www.MiEnergy.coop or from June Vitse or Heather Larson

Qualifications include:

- Experience in office or residential cleaning.
- Ability to follow oral and written instructions.
- Current valid drivers' license.
- Attention to detail is a must.
- High standard of cleanliness.

This position is a non-exempt position under the Wage and Hour Laws.

Applications will be accepted until the position is filled.



Your Touchstone Energy® Cooperative 

Position Description

Part-Time Office Cleaner

I. Objective:

To provide cleaning services and sanitize our office building. Provide professional cleaning experience, and is efficient in mopping, sweeping, dusting, vacuuming, and other cleaning duties. We are looking for hardworking individuals to implement a high standard of cleanliness for our office.

II. Reporting Relationship:

Reports To: CFO

Works Directly With: Executive Administrative Assistant

III. Responsibilities:

1. Performs cleaning duties for workspaces, common areas, offices, hallways, and bathrooms.
2. Tidy up break rooms, including scrubbing of dishes, coffee pots and sink area.
3. Sweep, mop, and buff floors as needed.
4. Vacuum carpeted areas and furniture.
5. Dusting furniture, desks, cabinets, plants, pictures, etc.
6. Restock bathrooms with supplies.
7. Empty trash bins.
8. Operate handcarts.
9. Maintain detailed record of cleaning schedule.
10. Keep track of supplies and request reorders as needed.

11. Other duties as assigned.

IV. Activities Performed by all Cooperative Employees:

1. Observe all safety rules.
2. Keep informed of all Cooperative plans, policies and programs.
3. Keep supervisor informed of all activities.
4. Exercise reasonable care in the use of and security of all Cooperative assets.
5. Make every effort to serve all members and employees courteously, efficiently, and respond appropriately as needed.

V. Education and Experience:

1. High school graduate required and five (5) years of experience in office cleaning preferred.
2. Requires a high standard of cleanliness and attention to detail.
3. Ability to follow instructions and excellent time-management skills is required.

VI. Working Conditions

1. The position is situated primarily in the normal office environment. Occasional travel may be required.
2. Physical requirements include standing, walking, stooping, kneeling, reaching, pushing and pulling.
3. Ability to properly lift up to 30 pounds.
4. Must be able to pass a background check and random drug screening tests.
5. Observe all safety rules.

VII. WAGE AND SALARY INFORMATION

This is a part-time, non-exempt position under the Wages and Hours Law.

DISCLAIMER CLAUSE

I have read and understand the information contained in the Job Description and Specifications. I further understand that this Job Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this job. I may be required to perform additional tasks necessary to meet cooperative job duties. The Job Description is intended to be an accurate reflection of the principal job elements essential for making fair decisions.

Signature

Date