



P.O. Box 100  
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Phone: (507) 842-6677  
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[www.mnsoy.com](http://www.mnsoy.com)

## Minnesota Soybean Processors

**Title** Utility Worker  
**Department** Maintenance  
**Reports to** General Manager  
**Supervises** N/A

**Revision Date** 10/25/16

**Objective:** Keep buildings and grounds in clean and orderly condition. Perform cleaning duties, such as cleaning floors, windows, and removing rubbish. Duties include performing routine maintenance activities, notifying management of need for repairs, lawn care, and snow removal.

### Essential job functions

- Clean building floors by vacuuming, sweeping, and mopping of flooring.
- Clean and sanitize restrooms and locker rooms.
- Clean sinks, countertops, microwaves, and refrigerators in break room and kitchen.
- Restock supplies in restrooms and breakroom.
- Gather and empty trash and recyclables, replace liners, clean receptacles as necessary.
- Dust and clean furniture and fixtures using cleaners, sponges, and squeegees. Clean windowsills and windows.
- Maintain janitor closets in a clean, organized and safe manor.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications following procedures for the use of chemical cleaners, in order to prevent damage to floors and fixtures. Including proper labeling, dilution and use of all chemicals.
- Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds.
- Remove snow from roadways, sidewalks, driveways, parking areas, rail areas, using snowplows, snow blowers, and snow shovels, and spread snow melting chemicals.
- Perform minor repairs; notifying appropriate management the need for major repairs.
- Touch-up painting as needed.
- Participate in monthly training classes as required on environmental, health and safety.
- Follow all company policies and procedures.
- Foster a culture of safe behavior and environmental compliance at all times.
- Work in an honest and ethical manner; maintain confidentiality on all business related matters.
- Physically report to work on time at their assigned locations and is seldom absent.
- Maintain a team environment with other departments at all times.
- Maintain a high level of customer service and friendly atmosphere.
- Perform other duties as assigned or needed.

### Skills/Experience Requirements

- High School Diploma/GED required.
- Ability to read, write, and communicate in English.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.
- Dependable attendance.



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- Valid U.S. driver's license
- Previous experience driving motorized equipment; payloader, gehl, skidloader, industrial mower
- Ability to learn technical procedures using company provided computer equipment

### Physical Demands

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

- Ability to frequently bend, squat, climb, kneel, stand, walk, sit, crawl, handle objects, reach above shoulder level, and push/pull objects.
- Ability to frequently carry/lift light to moderate loads of 25-50 lbs. and occasionally carry/lift over 50 lbs.
- Standing for extended periods of time
- Climbing several flights of stairs and ladder
- Work at heights and in confined spaces
- Work outdoors in all weather conditions

### Working Conditions

- Exposed to excessive noise.
- Works around moving machinery.
- Wearing Personal Protective Equipment (PPE)
- Exposed to marked changes in temperature.
- Exposed to dust.
- Exposed to chemicals.
- Drives motorized equipment.
- Works on or around high structures.
- Occasionally exposed to fumes and work in confined quarters.

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.