

# Housekeeper

Dept/Div: *Facilities*

FLSA Status: *Non-Exempt*

## General Definition of Work

Performs manual work in the care and cleaning of buildings and facilities, and related work as apparent or assigned. Work is performed under the moderate supervision of the Facilities Maintenance Technician and Facilities Maintenance Supervisor.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

Sweeps, mops, and dusts offices and buildings; vacuums and cleans carpets and floors; strips and waxes floors.

Scrubs and cleans toilets including mirrors, wash basins, urinals, commodes, etc.

Fills tissue, towel and soap dispensers; cleans sinks and restroom area.

Dusts furniture, walls, window sills and other woodwork.

Cleans windows, glass partitions and mirrors.

Washes windows.

Removes garbage and debris from County buildings and grounds.

Locks and unlocks County buildings.

Maintains inventory and orders supplies.

Reports maintenance and safety problems and concerns to supervisor.

Provides excellent customer service when working with citizens, elected officials, immediate supervisors and/or department heads and associates.

Supports the overall County organization by executing the directives as set forth by the immediate supervisor and/or department director, County Manager and elected officials.

Performs related tasks as required.

## Knowledge, Skills and Abilities

Some knowledge of cleaning methods, materials and equipment; ability to understand and follow oral and written directions; ability to perform manual work; ability to read; thoroughness, cleanliness; ability to perform heavy manual work; ability to work independently; ability to establish and maintain effective working relationships with associates and the general public.

## Education and Experience

High school diploma or GED, or equivalent combination of education and experience.

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## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting and climbing or balancing; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

None.

Last Revised: 7/21/2011