

HOUSEKEEPER

DESCRIPTION OF WORK

Work in this class involves the cleaning and minor maintenance of an assigned area.

Employees perform a variety of duties in the care and cleaning of a facility. Duties may include physically strenuous activities such as moving furniture, operating heavy cleaning equipment, and delivering large quantities of housekeeping supplies. Work is performed under close supervision, guided by a daily schedule for general assignments and specific instructions for special assignments. Work is reviewed through inspections and frequent consultation with supervisory personnel.

EXAMPLES OF DUTIES PERFORMED

Sweeps, mops, and vacuums floor surfaces. Waxes and buffs wood and tile floors. Maintains bathroom areas in a sanitary state and replenishes paper supplies and soap as necessary. Cleans windows, walls, woodwork, and light fixtures. Empties trash receptacles. Moves furniture upon assignment. Makes minor repairs and changes light bulbs and fluorescent tubes. Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

- Basic knowledge of established cleaning procedures and techniques.
- Basic knowledge of purpose and application of products and equipment used in a cleaning operation.
- Basic knowledge of principles and processes for providing customer service.
- Ability to understand and follow directions.
- Ability to arrange items and/or actions in certain orders or patterns according to specific rules or set of rules.

Minimum Education & Experience

Education and/or experience in housekeeping work that is directly related to the job and consistent with accepted practices of the trade.