

Uintah County

Job Description



Title:	Housekeeper	Code:	705
Division:	Administration	Effective Date:	3/07
Department:	Facilities Management	Last Revised:	3/07
FLSA Cat:	Non-Exempt	Pay Grade:	3

GENERAL PURPOSE

Performs a variety of **entry level unskilled and semi-skilled** duties as needed to assure proper cleaning and routine maintenance of county facilities.

SUPERVISION RECEIVED:

Works under the close to general supervision of the Senior Housekeeper.

SUPERVISION EXERCISED:

None.

ESSENTIAL FUNCTIONS

Performs facility care and cleaning tasks such as vacuuming, mopping, floor stripping and refinishing, carpet cleaning, etc.

Monitors custodial supplies and materials inventory; apprises supervisor of shortages.

Sweeps, buffs, dusts, strips, waxes, washes, and polishes hard surface floors; washes and cleans walls, door frames, doors, and glass; empties and cleans waste receptacles; cleans disinfects and sanitizes rest room sinks and bowls; washes windows; vacuums and shampoos carpets and entry rugs and mats; maintains work closets and monitors availability of supplies.

Operates various cleaning equipment such as power buffer, carpet extraction machine, etc.; mixes chemicals as needed to perform specialized cleaning functions.

Monitors work activities of community service workers; assures quality of work and compliance with work assignments.

Performs general facility security checks; checks door locks and other systems for proper operation; opens and closes doors, allowing access to facilities during regular work hours.

Performs miscellaneous seasonal or periodic duties

Performs various logistical and minor maintenance duties; sets up for special events, moves tables, chairs, and podiums; assembles tables and miscellaneous furniture upon delivery, signs for deliveries; occasionally assists in performing general maintenance; replaces burned out lamps.

Empties recycling receptacles; ensures proper processing of recyclable materials.

Provides basic assistance to the general public directing them to various offices and locations within the facilities.

May assist with pick-up and delivery duties.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. no experience necessary;

2. Required Knowledge, Skills, and Abilities:

Some knowledge of procedures, tools, equipment and materials used in custodial work; safety practices of custodial work and use of cleaning agents and equipment.

Ability to operate tools and equipment used in custodial work; ability to follow oral and written instructions; ability to perform heavy lifting and other duties requiring moderate physical strength. Ability to develop working relationship with other employees and supervisor(s).

3. Special Qualifications:

Must possess a valid driver's license.

4. Work Environment:

Incumbent of the position performs both indoor and outdoor physically demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping, reaching, hearing and seeing. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking, guided problem solving. May be required to lift in excess of 50 pounds in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)