



NEW: Submitted:
07/17/2019 07/16/2019

JOB TITLE:	WORKER HOUSEKEEPING SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8634
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Performs housekeeping tasks and support that result in facilities that are appropriately cleaned and maintained according to all policies and procedures. Maintains equipment and supplies appropriately including all proper documentation.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Maintains, repairs, and installs all Housekeeping Services equipment
- Responds to and remediates/cleans up building emergencies such as flooding, sewer backup, and vandalism
- Loads, unloads, and delivers Housekeeping Services equipment and supplies
- Cleans offices, classrooms, restrooms, corridors, windows, and walls as required
- Operates electric sweepers, floor machines, wet/dry vacuums, and other housekeeping equipment
- Follows usage instructions/dilution ratios of cleaning chemicals and other custodial products
- Performs all work in accordance with established standards, methods, and practices
- Completes all necessary documentation and work orders with respect to labor and material used accurately
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Valid driver's license

DESIRABLE QUALIFICATIONS

- Effective communication skills
- Experience in a diverse workplace