



NEW: Submitted:
07/01/2019 06/11/2019

JOB TITLE:	ASSISTANT HOUSEKEEPING
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8579
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists the Manager Housekeeping Services by serving as a resource for all cost centers within the District and assisting with the planning and facilitation of training programs. Performs all phases of physical labor required within housekeeping services.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with the planning and facilitating of training programs for substitute custodians, custodians, plant operator trainees, and plant operators: this includes initial employment, promotional, and annual training as well as on-going professional development programs

Assists with the development of training materials

Assists with housekeeping employee retraining as needed

Assists with the management and assignment of substitute and floater custodians

Assists with the evaluation of all District facilities and District housekeeping evaluation programs

Assists cost centers with time and motion studies

Assists cost centers with the scheduling of custodians

Assists cost centers with project and non-routine scheduling

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 medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in housekeeping practices and procedure

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Plant operator experience

Experience in a diverse workplace