



NEW:  
11/15/2016

JOB TITLE:	HOUSEKEEPING ASSISTANT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	260 DAYS
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

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

**Footnote**

Steps 3-14 Exempt, paid daily as salaried employee