

**City of Brecksville
Job Description**

Job Title: Housekeeping – Part-time
Department: Service Department
Reports to: Housekeeping Supervisor
FLSA Status: Non-Exempt
Approved Date: July 12, 2012
Revised Date: January 28, 2021

Job Summary:

Must have the ability to perform cleaning in City buildings. Must have the ability to mop floors, dispose of waste paper/recycling, polish furniture, wash windows/walls, sweep/vacuum floors, clean restrooms including refilling of supplies, cleaning fixtures and toilets, and perform other related janitorial duties as required. Must have the ability to use, care for and operate cleaning supplies and equipment and must be able to lift a minimum of 100 pounds. Must be able to work off of step ladders and perform physical labor with self-initiation. Must be able to apply learned techniques to new situation and must be able to work well with coworkers.

Class Characteristics:

This is a part-time position. Employment is dependent on need.

Essential Functions:

Clean and maintain assigned City buildings and properties.

Clean windows.

Mop floors.

Vacuum and clean carpets.

Clean showers.

Clean toilets and sinks.

Supply paper products in restrooms.

Maintain all gymnasiums.

Maintain all swimming pools.

Knowledge, Skills and Abilities:

Basic cleaning abilities are needed such as bending, stretching, and twisting of the arms and legs. General knowledge of how to clean different types of environments, such as gymnasiums, swimming pools, office space and locker rooms. Communication skills are a must. Ability to follow oral and/or written instructions.

Physical Demands:

While performing the duties of this job, the individual is regularly required to reach with hands and arms. The individual frequently is required to stand and /or walk and to use hands to handle, finger, feel or operate objects, tools or controls. The individual is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The individual will be required to speak and hear with regard to receiving supervision, performing

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supervision, working with vendors and communicating with the general public. The individual must frequently lift and/or move up to 50 pounds and occasionally will move and/or lift more than 100 pounds. Ability to work out of doors for long periods of time in all weather conditions.

Work Environment:

Travel throughout the City. While performing the duties of this job, the individual frequently works near moving mechanical parts and tools that may cause bodily injury. In the field exposure to outside weather conditions for sustained periods is possible. The individual occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, noxious odors, dusts, mists, gases, toxic or caustic chemicals and poor ventilation that affect the respiratory system, eyes or the skin. This individual is occasionally exposed to risk of electric shock. The noise level in the work environment is moderately noisy to noisy.

Education and Experience:

No formal education is required. Common sense is essential.
Ability to listen and following directions are required.
Cleaning experience is a plus.
Valid Ohio Driver's License is required.
Individual may be subject to and must pass a physical, drug test and background check.

Miscellaneous:

This position is not limited to the description above.