

Job Description

Job Title: Housekeeping – Grades I - IV
Department: Service Department
Reports to: Building Maintenance & Housekeeping Supervisor
FLSA Status: Non-Exempt
Approved Date: July 12, 2012

Job Summary:

Under limited supervision of the Housekeeping Supervisor, provides custodial and housekeeping functions to maintain various City facilities. The work is often assigned outside of normal business hours; performs other related work as directed.

Class Characteristics:

This is an entry-level classification responsible to work independently to perform tasks to maintain City facilities such as cleaning, vacuuming, pickup trash, dusting and cleaning restrooms.

Essential Functions:

Cleans and maintains restrooms, locker rooms, offices, conference rooms, kitchens and eating areas.

Vacuums and dusts City facilities and work areas; empties trash, cleans windows, blinds and doors.

Cleans and maintains facility floors, walkways, ceilings, windows, lights, office furniture and fixtures, etc.

Maintains housekeeping equipment and supplies.

Follows procedures for the use of chemical cleaners and power equipment in order to prevent damage to floors and fixtures.

Strips, seals, finish, and polish floors.

Replenished soap and paper products in restrooms and lockers as needed.

Keeps accurate schedules and records of work performed.

Performs other duties as required.

Knowledge, Skills and Abilities:

Knowledge of methods, materials, tools and equipment used in the maintenance of public buildings and facilities; and work safety practices and procedures. Skills in understanding and carrying out oral and written directions; maintaining accurate records and files; performing various custodian/housekeeping activities; and providing outstanding customer satisfaction. Ability to work independently, often with limited supervision or direction; adhere to the safety procedures, practices, and policies of the City; communicate effectively, orally and in writing; and establish and maintain working relationships with those contacted in the course of the work.

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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 use hands and fingers to handle or feel 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 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.

Work Environment:

Employees generally work indoors, usually in a temperature-controlled setting. Noise level in the work environment is usually moderate. Some travel between facilities may be required.

Education and Experience:

High school degree or a GED equivalency certificate. Availability to work nights and weekends.

Valid Ohio Driver's License is required.

Individual may be subject to and must pass a physical, drug test and background check.

Miscellaneous:

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.