

Job Title: Housekeeper
Reports To: Facilities Manager
Position Type: **Full-Time, 12-Month**
FLSA Status: **Hourly, Non-Exempt**
Remote Work: **Unavailable**

OVERVIEW: Under general supervision, the Housekeeper is responsible for ensuring that they follow established procedures and schedules. The individual would perform a combination of light to moderately heavy cleaning duties to ensure that the campus facilities are maintained in a clean, safe, sanitary, and orderly manner. The individual would also be responsible for reporting any discrepancies found in and around the facility in addition to responding to any emergencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Transports materials and supplies from storage area to assigned work sites.
- Sweep, mop, rewash, and buff floors.
- Use dust cloths and vacuum cleaner to vacuum and/or damp dust ceilings, vents, drapery rods, cubicle tracks, blinds, sprinkle heads, windowsills, floors, furniture's, lights, ledges, wall mounted fixture, etc.
- Scours and polishes sinks, tubs, showers, mirrors, and similar fixtures.
- Replenish supplies of soap, towels, and other dispensable items.
- Notify supervisor when supplies are low.
- Empty, clean and reline wastebaskets.
- Spot washes walls, ceilings and windows by hand using water and cleaning solutions.
- Strip and refinish floors. Shampoo and extract carpets.
- Pressure washing of exterior walls, entrances, and windows.
- Cleans light fixtures, tops of windows and other high places using a ladder.
- Thorough cleaning of all rooms to include dusting, cleaning of bathrooms and disinfecting mattress.
- Collects and transports trash to collection points.
- Move furniture and prepare meeting rooms as assigned.
- Unload/unpack supplies in assigned storage area.
- Reports any discrepancies to include mechanical failures observed in assigned area.
- Assists in cleaning emergency spills as requested.
- Other duties as assigned or as become evident.

COMPETENCIES:

- Ability to read and comprehend basic instructions while carrying out those functions received in written, oral and schedule form.
- Ability to write notes and complete forms.
- Ability to compute basic math, including adding and subtracting two-digit numbers.
- Ability to understand and carry out detailed but involved written and oral instructions.

PHYSICAL DEMANDS:

- The employee must be able to frequently lift and/or move up to 30 pounds and up to 50 pounds occasionally.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time bending, twisting the body, kneeling, crouching, and climbing.
- While performing the duties of this job, the employee is regularly required to grasp and push all cleaning equipment.



- While performing the duties of this job, the employee is regularly required to reach by extending hands(s) and/ or arm(s) in any direction.
- While performing the duties of this job, the employee is regularly required to climb and balance on a ladder up to 8ft.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time making repetitive motions.
- While performing the duties of this job, the employee is regularly required to spend a considerable amount of time standing, sitting, squatting, and walking.

VISION REQUIREMENTS:

- Ability to see within normal parameters.

WORK ENVIRONMENT:

- This position works in an environment with moderate noise level.
- While performing the duties of this job, the employee is occasionally exposed to wet or humid conditions.
- While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions.
- While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles.
- While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

EDUCATION, EXPERIENCE, and TRAINING:

- High School Diploma or General Education Degree (GED); and/or 2 years of related experience or training; or equivalent combination of education and experience.

Note: Nothing in this job specification restricts management's right to assign or reassign duties and responsibilities to this job at any time. Critical features of this job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons, with or without notice. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position.

I have read and understand the duties of my position, and have reviewed the above Job Description with my Manager:

Employee Name: _____ Date: _____

Employee Signature: _____

Manager Name: _____ Date: _____

Manager Signature: _____

