

# POSITION DESCRIPTION

**Position Title:** Housekeeper

**Department:** Housekeeping (Civic Center)

## **Purpose of the Position**

The purpose of the Housekeeper position is to keep the Civic Center Complex in clean and orderly condition.

## **Organizational Relationship**

Housekeepers report directly to the Service Supervisor but may also be directed by the EVCBA General Manager or any other EVCBA Supervisor.

## **Essential Functions of the Position**

- Perform all housekeeping duties at the Civic Center Complex.
- Sweep and mop all bathrooms and public walkways daily.
- Empty trash daily.
- Clean all bathroom fixtures daily.
- Check and refill all paper towels, toilet paper, soap and other supplies as needed.
- Vacuum all carpets a minimum of 3 times per week.
- Pick up all trash from the floor and other areas when it is encountered.
- Clean water fountains daily.
- Dust all window ledges and file cabinets daily.
- Dust air vents as needed.
- Spot clean walls, glass and carpet as needed.
- Polish stainless steel surfaces as needed.
- Wipe phones off two times per week.
- Clean chair mats once per week.
- Dust Window blinds once per week.
- Clean all courtrooms daily including: wiping all door handles, conference tables, podiums, hand rails, and telephones.
- Wipe clean all elevator buttons and panels daily.
- Wipe clean all vending machines.
- Clean all countertops daily.

- Report all equipment, furniture or facility infrastructure in need of repair or replacement to the Service Supervisor or other EVCBA supervisor as appropriate.
- Report all unsafe conditions affecting self, fellow employees or the general public to the Service Supervisor or other EVCBA supervisor as appropriate.

## **Work Duration**

Shift: 8 hours per day

Breaks: 60-minute lunch, other breaks as needed

Overtime requirements: Overtime may be required on an occasional basis.

Shift scheduling is determined by the Service Supervisor per the needs of the facility.

## **Environmental**

Exposure to outdoor atmospheric conditions is limited. Housekeepers work in close proximity to the public and must interact professionally with individuals conducting business at the Civic Center. Housekeepers may need to disinfect areas that have been contaminated by individuals carrying infectious diseases. Housekeepers are occasionally exposed to sensitive information as they complete their duties and they are expected to keep this information confidential.

Housekeepers occasionally work in wet and soiled environments and must walk on recently cleaned floors that may be slick. Housekeepers may be exposed to toxic or caustic cleaning chemicals though effort is made to use “green” products when feasible.

## **Tools and Equipment**

Tools and equipment include but is not limited to: vacuum cleaners, dusting wands, hand towels, slider pad mops, traditional mops and mop buckets, rolling carts, spray bottles, step ladders and step stools and floor buffers. Safety equipment is utilized as needed and may include: vinyl or latex gloves, safety glasses, disposable gowns, masks, shoe coverings and other personal protective equipment as needed.

## **Physical Demands**

	Rare or Not Essential	Occasional (1-33% of the workday or 3-12 reps per our)	Frequent (34-66% of the workday or 13-30 reps/hour)	Constant (67-100% of the workday or 31-60 reps/hour)
<b>STRENGTH</b>				
Lift		20#		
Carry		X		
Push			X	
Pull			X	

<b>MOBILITY</b>				
Sit		X		
Stand			X	
Walk			X	
Stoop			X	
Twist		X		
Crouch		X		
Kneel		X		
Crawl		X		
Climb (stairs, step stool)		X		
Neck bend (downward)		X		
Neck extend (upward)		X		
Neck twisting		X		
<b>DEXTERITY</b>				
Gripping			X	
Reaching (below shoulder)			X	
Reaching (above shoulder)		X		
Fine manipulation		X		
<b>SENSORY</b>				
Feeling (fingers)		X		
Seeing (near acuity)		X		
Seeing (far acuity)		X		
Color Vision		X		
Field of Vision		X		
Hearing		X		
Speaking		X		

\*Position description updated April 2016