



Classification: Housekeeper I
Title Code: V00061
Pay Range: 05

POSITION SUMMARY:

An employee in this class performs manual work involving a variety of housekeeping tasks performed under close supervision. Work is assigned and performed in accordance with established routines. Instructions are specific in nature and work is subject to close inspection during progress and upon completion.

DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Dusts and cleans furniture, walls, blinds, floors, etc.; washes windows and screens; vacuums carpet; strips, cleans, waxes, polishes, and buffs floors.

Cleans restrooms and fixtures and replenishes supplies as required.

Maintains an inventory of cleaning supplies.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to perform a variety of routine manual tasks in the care, cleaning, and general maintenance of building and equipment.

Ability to order and purchase cleaning supplies as needed.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

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MINIMUM EXPERIENCE AND EDUCATION REQUIRED:

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation of the eighth grade.

NECESSARY SPECIAL REQUIREMENTS:

Must be at least eighteen years old at the time of appointment.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.