

HOUSEKEEPER

PUBLIC FACILITIES DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs a variety of light custodial work in the care and maintenance of County buildings and facilities. Work involves sweeping, mopping and using vacuum cleaners and buffers to clean floors; washing walls, woodwork and fixtures; and policing buildings to empty trash receptacles and pick up debris, etc. Employee must exercise some independent judgment in completing assigned tasks. Reports to the Public Facilities Supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Opens and secures buildings at start and end of work day, respectively; may turn on and off lights at start and end of day, respectively, and adjust heating or air conditioning, as appropriate.

Cleans restroom areas and replenishes paper supplies and soap as necessary.

Sweeps, mops and vacuums floor surfaces; shampoos carpets.

Cleans windows, walls, woodwork, blinds and light fixtures. Dusts and cleans desks and other furniture.

Empties trash receptacles; deposits recyclable material in proper receptacles.

May rake leaves, sweep sidewalks, pick up debris or perform other routine custodial work on building grounds.

Replaces burned-out light bulbs.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE

Graduation from high school or GED and one year experience in custodial work; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.