

JOB DESCRIPTION

Housekeeper



Facility Name:	SWIFTEL CENTER
----------------	-----------------------

JOB INFORMATION

Job Title:	Housekeeper	Department:	Operations
Reports To:	Operations Manager	FLSA Status:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Prepared By:	Andrea	Date Prepared:	2015
Approved By:		Approved Date:	

SUMMARY

The Housekeeper is responsible for the daily cleaning of the facility to include offices, pre-event and post-event space. Capability of working irregular hours as dictated by the schedule of events.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties and responsibilities may be assigned.

1. Perform daily, weekly and monthly cleaning duties of Swiftel Center and County Resource Center offices, meeting rooms, common areas and restrooms.
2. Ensures that all cleaning is executed in a safe and timely manner.
3. Keep all custodial closets clean, organized and stocked. Reports inventory needs and maintenance items to supervisor.
4. Keep front entrance, landscaping and parking lots clear of debris.
5. Performs monthly inventory of all chemicals and paper products.
6. Operate and maintain automatic floor scrubbers, floor buffers and carpet shampooer.

SUPERVISORY RESPONSIBILITIES

1. Supervisory experience preferred but not necessary.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Must be able to follow written and oral instructions.
2. Thorough knowledge of the methods, practices, chemicals, equipment and materials related to custodial services.
3. Must be able to operate automatic floor scrubbers, floor buffers and carpet shampoers.

EDUCATION and/or EXPERIENCE

1. High School Diploma or equivalent and/or two years of custodial experience in a comparable facility.
2. Experience should include time-management, problem solving, and custodial services.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Applicant must possess current, valid driver's license and a current telephone number that can be accessed by building management personnel for business contact purposes

LANGUAGE SKILLS (at a minimum)

1. Ability to speak and understand English.
2. Ability to read and interpret documents such as instructions, policies and procedures.

JOB DESCRIPTION

Housekeeper



MATHEMATICAL SKILLS

1. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to remember previously learned material such as specifics, criteria, techniques, principles, and procedures; ability to grasp and interpret the meaning of material; ability to use learned material in new and concrete situations; ability to break down material into its component parts so that its organizational structure can be understood; ability to recognize casual relationships, discriminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment; ability to put parts together to form a new whole or proposed set of operations; ability to relate ideas and formulate hypotheses; ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards; ability to appraise judgments involved in the selection of a course of action; ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decision based on best and most important choice.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms, talk or hear, and taste or smell.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 25 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
------------------------	--	-------	--