

9707

HOUSEKEEPER

Nature of Work

Under direct supervision, performs entry level work which requires the completion of routine custodial tasks and the maintaining of cleaning and linen supply inventories at a state institution or other facility. Has little latitude to vary methods, procedures, or equipment used. May oversee the work of residents or others assigned to perform housekeeping duties. Performs related work as required.

Distinguishing Characteristics

Work at this level does not include the assignment, review or oversight of the work of two or more permanent, full-time employees. Related clerical work, if any, is incidental.

Examples of Work

Dusts chairs, tables and other furniture or equipment.
Washes windows, walls and woodwork.
Sweeps, mops, and waxes floors.
Gathers and disposes of refuse.
Keeps bathrooms clean and supplied with linens and toilet tissue.
Varnishes, shellacs and polishes furniture and brass.
Shakes out bed linens and blankets, and makes beds.
Sorts and folds linens and blankets.
Keeps a record of linens and cleaning supplies used within a specific area or time period.
May order supplies.

Knowledge, Skills and Abilities

Knowledge of the methods, supplies, and equipment used to clean buildings, offices, and living areas.
Knowledge of disinfecting areas for compliance to health standards.
Ability to understand and follow written and oral instructions.
Ability to instruct and assist residents and other workers in their housekeeping duties.
Ability to maintain inventories and other routine reports.

Minimum Qualifications

TRAINING Ability to pass a written test at the eighth grade level.

Established: 7/16/92
Effective: 8/16/92