TITLE: Housekeeper
SCHEDULE: HX
UNION: HERE – Housing
GRADE: 01
FLSA: Non-Exempt
E-FLSA: Non-Exempt
BASIC PURPOSE
Perform janitorial and detailed cleaning duties required to maintain the general appearance and cleanliness inside and out of assigned areas in buildings.

ESSENTIAL FUNCTIONS
- Clean public areas, rooms, apartments and offices. Clean and wax furniture and fixtures; clean mirrors and restrooms; sweep and dust floors and stairways, wet mop small areas to clean spilled liquid and/or food; Wash walls, clean windows and sills, dust/clean blinds and wall coverings, clean vents, receptacles and light switches. Clean vacant apartments/rooms thoroughly, including but not limited to appliances (interior and exterior), furniture, and bathrooms.

- Operate carpet shampooing, upholstery cleaning, mechanical cleaning and scrubbing equipment required to effectively perform duties. Strip, wax and buff floors; clean public sinks, tubs and toilets daily; vacuum assigned areas; and, move and arrange furnishings as required.

- Remove trash and refuse from rooms and buildings. Empty contents of waste baskets into large container and transport large mounts of refuse to dumpster or compactor. Operate compactor as necessary.

- Inspect and clean grounds immediately surrounding buildings.

- Immediately report any mechanical defects in and around buildings (including light outages), and all operating equipment.

- Participate and complete ongoing staff development initiatives.

- Participate in emergency on-call duties as necessary.

- Perform related work as assigned.
MINIMUM QUALIFICATIONS

− High school graduate or an equivalent combination of education and experience.
− Ability to perform math required to mix cleaning agents.
− Ability to transport, use and maintain the full range of custodial supplies and equipment including mops, brooms, vacuums, buffers, scrubbers, etc.
− Ability to access cleaning surfaces, which may be at any height or angle from ground level to ceiling.
− Ability to operate department vehicles.
− Present and maintain a valid Michigan operator’s license.
− Prior cleaning experience preferred.

SUPERVISOR

Assistant Director for Facilities and Operations
Receives some direction from Housekeeping Lead