

CLASS TITLE**COMMUNITY HOUSEKEEPING AIDE**

Class Code: 02154400

Pay Grade: 14A

EO Code: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform a variety of duties in a Community-Based Special Care Facility for individuals who are developmentally disabled with a major emphasis on maintaining the environment in a clean and healthy condition.

SUPERVISION RECEIVED: Works under the supervision of the supervisor of the facility with technical assistance from a trained housekeeping person. Work is subject to review in the process and upon completion. Work must meet established policies and procedures and accepted standards.

SUPERVISION EXERCISED: Usually none.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

- To clean, dust, and polish furniture and/or furnishings in all areas of a Community-Based Special Care Facility;
- To clean, sweep, vacuum, strip, wash, scrub, polish, and/or wax floors in all areas of a Community-Based Special Care Facility;
- To collect and dispose of garbage and other waste;
- To provide bathrooms with necessary supplies and equipment;
- To move and assist in the moving of furniture and equipment;
- To maintain the grounds of a Community-Based Special Care Facility;
- To perform household duties, i.e., making beds, receiving, storing and distributing supplies within a Community-Based Special Care Facility;
- To wash, dry and sort clothing;
- To make minor repairs (i.e., replacing or installing shelves, towel holders, soap dishes, etc.);
- To assist in the decorating of facility (i.e., hanging pictures, drapes, etc.);
- To do shopping and other errands as needed for the operation of the facility;
- To operate machinery and/or equipment necessary (i.e., floor buffers, scrubbing machines, etc.);
- To assist staff assigned to the facility as required.
- To transport work and/or assist with transporting clients as needed.
- To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices and methods used in the cleaning and custodial work in a Community-Based Special Care Facility for the developmentally disabled; the ability to utilize the necessary equipment and machinery needed; the ability to understand and carry-out directions; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may be gained through: employment in a cleaning and/or custodial position and/or having responsibility for assisting in the care of individuals who are developmentally disabled.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: At the time of appointment must be capable of performing, with or without reasonable accommodations, the essential duties as evidenced by a physician's certificate. Must have a driver's license to transport clients in vehicle assigned.

Class Revised: July 24, 1994

Editorial Review: 3/15/03