

CLASS TITLE: HOUSEKEEPER (DONOVAN DINING CENTER)

Class Code: 02163500

Pay Grade: 10A

EO Code: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To work at Donovan Dining Center performing cleaning and other domestic and custodial work and to do related food service duties as required.

SUPERVISION RECEIVED: To work under the close supervision of a superior from whom detailed and explicit instructions are received; work is reviewed for compliance with such instructions.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To clean, sweep, strip, dust, scrub, shampoo, mop, wash or vacuum, polish or wax floors, walls, windows, woodwork, carpet, furniture and equipment.

To clean, mop, and scrub kitchens, bathrooms and rest rooms; to scrub plumbing fixtures; to wash windows; to provide washrooms with towels, soap, and other necessary supplies.

To collect and burn trash.

To operate vacuum cleaners, water vacuums, buffers, carpet extractors, and other housekeeping equipment.

To perform food service duties when necessary.

To wash and hang drapes.

To clean, mop, and scrub all rest room floors and plumbing fixtures daily.

To clean and sanitize all rest room sinks and bowls daily.

To supply rest rooms with towels, soap, and other necessary supplies daily.

To clean, scrub, and mop kitchen floors and walls daily.

To sweep, vacuum, and clean carpeted areas of Donovan Dining Center upper and lower levels daily.

To shampoo and clean all carpeted areas of Donovan Dining Center upper and lower levels as is needed.

To strip, wax, and polish floor space as needed.

To empty all trash receptacles in office before cleaning.

To sweep, vacuum, and clean all Donovan Dining Center offices daily.

To sweep, mop, clean, sanitize, and polish all floor space located in Donovan Dining Center to include lower and upper level stairways, walkways, service area, and tray return area.

To wash wall space and columns in Donovan Dining Center dining rooms as is necessary.

To clean sidewalks at building entrances.

To empty trash receptacles at building entrances.

To clean tables and chairs and arrange same in a neat manner.

To perform food preparation duties as directed by supervisor.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: The ability to do cleaning and other domestic and custodial work; the ability to follow simple verbal directions; a working knowledge of the equipment and methods used for cleaning in custodial work; and related capacities, and abilities.

Education: Sufficient to follow simple verbal directions.

Class Created: February 16, 1997

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