

POSITION DESCRIPTION**HOUSEKEEPER**

Center for Access and Adult Clinical Services
Region Ten Community Services Board

CLASSIFICATION TITLE: Housekeeper

GENERAL STATEMENT OF RESPONSIBILITIES:

This is a FLSA non-exempt position. The incumbent works up to 8-hour shifts, five days per week. The housekeeper is assigned certain cleaning tasks that must be performed on a daily basis. The housekeeper must have the ability to use several different pieces of cleaning equipment and must have knowledge of cleaning products and how to use them.

The incumbent reports to the Office Manager II. The incumbent must be capable of following a set schedule, complete his or her tasks in a quick but thorough fashion, and be dependable.

The essential functions of this job are starred below (*) under "Major duties."

MAJOR DUTIES:

1. *Follow a set cleaning schedule which entails cleaning bathrooms, dayrooms, staff work area, hallways, stairwells, rug cleaning, laundry, kitchen, trash removal and other areas as needed, of a building.
2. *Use numerous pieces of cleaning equipment (vacuum cleaner, mop, broom, dusting materials, etc.).
3. *Work unsupervised and at a pace that will enable this work to be completed during a scheduled shift.
4. Reads all agency communication (i.e., Staff Notes, E-mail, etc.).
5. Other cleaning duties or organizational tasks as requested by the Office Manager II.
6. Working knowledge of OSHA procedures.
7. Abide by agency policy and procedures as appropriate to position.
8. Performs lifting procedures following specific trained guidelines.

QUALIFICATIONS:

One year experience performing housekeeping duties. The incumbent's physical health should be good in order to perform all duties (including using heavy equipment and moving furniture). Must be able to provide own transportation to and from work, and between job sites. The incumbent must be able to perform all duties including physically assisting individuals with wheelchair transfers, which will require lifting, and assistance with personal care/hygiene tasks.

Knowledge of: the use of cleaning equipment (vacuum cleaner, washing machine, dryer, mop, broom, dusting materials, etc.); and the use of cleaning products (floor waxes, bathroom cleaning products, laundry detergents, rug cleaning products, dusting products, etc.)

Skills in: operating numerous pieces of cleaning equipment (vacuum cleaner, washing machine, dryer, mop, broom, dusting equipment, etc.); making decisions on which cleaning product to use in each area of the building to be cleaned; and changing linens and making beds.

Abilities to: follow a set cleaning schedule; work independently without constant supervision; work at a quick pace enabling one to complete all job duties during a scheduled shift; and identify the need for additional cleaning products that will improve the appearance of the building.

DIRECT CARE PERFORMANCE EVALUATION STANDARDS

This position is evaluation according to Direct Care Performance Evaluations Standards.

POSITION LOCATION: Region Ten Community Services Board
800 Preston Avenue
Charlottesville, Virginia 22903

POSITION ORGANIZATION CHART

Office Manager II
|
Housekeeper

GRADE: 1

SCHEDULE: 40 hours per week between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.

Position Description Updated: June 9, 2020

I have reviewed this job description and acknowledge the duties as well as the KSA (knowledge, skills, abilities) included in this description. I also understand the performance standards as they apply to this position.

Signature

Name Printed

Date