

SCHOOL DISTRICT OF BAYFIELD
HOUSEKEEPER JOB DESCRIPTION

TITLE: Housekeeper

QUALIFICATIONS:

1. High School diploma or equivalent;
2. Knowledge of custodial cleaning methods and equipment;
3. Ability to periodically lift heavy objects;
4. Demonstrate competence for assigned responsibilities;
5. Have the ability to follow work schedule and perform assignments unsupervised;
6. Have the ability to interact positively with other employees, students and the public;
7. Must have the ability to communicate problems to supervisor.

REPORTS TO:

Supervisor of Buildings & Grounds

TIME ALLOCATIONS:

1. Housekeeper 3.5 hours/day;
2. Flexible Hours;
3. School Term.

EVALUATION: Performance evaluation annually in accordance with Board Policy.

REQUIREMENTS OF THE ESSENTIAL FUNCTIONS:

1. Must be capable on a continuous basis:
 - a. Step, climb, walk and utilize repetitive movement of both legs;
 - b. Reach, grasp, grip and utilize repetitive movement of both hands;
 - c. See with both near and far visual acuity;
 - d. Communicate verbally and in writing.
2. Must be capable on a frequent basis:
 - a. Lifting from floor to waist items or objects weighing up to 25 lbs.;
 - b. Lifting from waist to shoulder items or objects weighing up to 25 lbs.
3. Must be capable on an occasional basis:
 - a. Wear and utilize a respirator as per state and federal guidelines.

PERFORMANCE RESPONSIBILITIES:

1. Be familiar with the use of cleaning equipment and proper cleaning processes;
2. Operate powered cleaning equipment, including scrubber, buffer, vacuum, and waxing machines;

3. Clean and sanitize rest rooms, showers and locker rooms;
4. Sweep, dust and mop classrooms, gyms, halls, and lunchrooms;
5. Empty wastebaskets and transport trash and waste to disposal area;
6. Scrub, mop and wax and polish floors;
7. Vacuum and shampoo rugs and carpeting;
8. Polish and dust fixtures and furniture;
9. Clean and sanitize all drinking fountains;
10. Wash windows and walls as needed;
11. Report building repairs needed or any damage to the school facility promptly to the Supervisor of Buildings & Grounds;
12. Perform other duties assigned by the Supervisor of Buildings & Grounds.

APPROVED: 12-08-08