

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	County Commissioners	Unit:	Custodial
Name:		Position Title:	
Class Title:	Housekeeper 2	Class Number:	61212
Supervisor's Title:	Housekeeping Supervisor	Number:	61213

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

35% (1) Performs routine custodial tasks, e.g., delivers stock to various locations; picks up supplies; sweeps, dust mops and wet mops floors, washes walls, windows, doors, mirrors, etc.; cleans and sanitizes bathrooms, kitchens and other facilities; moves and rearranges furniture; hangs and takes down curtains; empties trash receptacles.

(1) **Knowledge of:** (a); (b); (c).
Ability to: (d); (e); (f); (o).

40% (2) Operates high-speed buffer, power scrubber and wet/dry vacuum for stripping, waxing and buffing of facility floors; assists supervisor with scheduling of floor refinishing.

(2) **Knowledge of:** (a); (b); (c).
Skill in: (g); (h).
Ability to: (e); (f); (i); (o).

15% (3) Cleans and maintains general orderliness of utility areas (e.g., slop sinks, supply areas, etc.); maintains utility cart and other equipment; ensures that adequate supplies and equipment are on hand; secures building by locking doors and windows.

(3) **Knowledge of:** (a); (b); (c).
Ability to: (j); (o).

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OTHER DUTIES AND RESPONSIBILITIES:

10% (4) Assumes supervisory responsibilities during absence of supervisor as instructed; assists with training new personnel.

(4) **Knowledge of:** (a); (b); (c); (d); (k); (m)*.
Ability to: (i); (l); (n); (o).

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) custodial materials and equipment; (b) custodial methods; (c) safety practices and procedures; (k) supervision; (m) organizational policies and procedures.

Skill in: (g) operation of custodial equipment; (h) motor vehicle operation.

Ability to: (d) follow oral and written instructions; (e) perform routine manual tasks; (f) lift or move heavy objects; (i) determine work priorities; (j) perform light manual labor; (l) develop and maintain effective working relationships; (n) complete routine forms; (o) regularly and predictably work scheduled shifts.