SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

County Commissioners Unit: Custodial Agency: Name: **Position Title: Class Title:** Housekeeper II **Class Number:** 61212 **Dept./Div.:** Civil Service Status: Classified **Building Maintenance Reports To:** Housekeeping Supervisor **Employment Status:** Part-time Pay: Resolution **FLSA Status:** Non-exempt **QUALIFICATIONS:** An example of acceptable qualifications: Completion of ninth grade with one (1) year's experience in custodial floor care or equivalent combination **LICENSURE OR CERTIFICATION REQUIREMENTS:** Must possess valid Ohio vehicle operator's license with an acceptable driving record. **EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive. Passenger vehicle, buffer/scrubber, vacuum. INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING **CONDITIONS:** For purposes of ORC 4167. Occasional -Travels to gain access to work site. Periodic -Exposure to blood, bodily fluids and tissue; exposure to irritating chemicals. Frequent -Exposure to dust. This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description. (Approval of Appointing Authority) (Date) (Employee Signature) (Date)

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(Employee Printed Name

SANDUSKY COUNTY

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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)

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).

$\underline{MINIMUM\ ACCEPTABLE\ CHARACTERISTICS}\text{: (* indicates\ developed\ after\ employment)}$

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.

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