**JOB DESCRIPTION OF HOUSEKEEPING PERSONNEL**

Nature of Work

Work involves performance of a variety of general housekeeping duties. The duties entail keeping City Hall clean and orderly. Duties include dusting, mopping, cleaning the entire City Hall area.

The Housekeeping Person duties include, but are not limited to, the following:

1. Clean the rooms, hallways, bathrooms, Board Room, and offices.
2. Clean rugs, carpets, blinds using vacuum cleaners and/or shampooers.
3. Empty wastebaskets and transport trash and waste to dumpsters outside of City Hall.
4. Sweep, scrub, wax, and/or polish floors, using brooms, mops, and /or powered scrubbing and waxing machines.
5. Dust and polish office furniture and equipment.
6. Keep storage areas well-stocked, clean and tidy.
7. Replace light bulbs.

Requirements of Work

Graduation from high school or completion of G.E.D. with a minimum age of 18. Experience in housekeeping work related to the area of assignment, and/or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Knowledge of:

1. the type and uses of cleaning materials and equipment;
2. the hazards and safety precautions of the work;

Ability to:

1. understand and follow oral and written instructions;
2. establish and maintain effective working relationships with others;
3. meet physical requirements necessary to complete the essential functions of the position;
4. stay mentally alert and handle various degrees of stress;