



Housekeeping Job Description

Position summary: Keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish. Duties may include tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs, power washing and cleaning snow or debris from sidewalk.

Essential Functions:

- Clean building floors by sweeping, mopping, scrubbing, or vacuuming.
- Service, clean, or supply restrooms.
- Clean windows, glass partitions, or mirrors, using soapy water or other cleaners, sponges, or squeegees.
- Gather and empty trash.
- Notify managers concerning the need for major repairs or additions to building operating systems.
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures.

Skills:

- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Social Perceptiveness - Being aware of others' reactions and understanding why they react as they do.
- Coordination - Adjusting actions in relation to others' actions.
- Speaking - Talking to others to convey information effectively.
- Time Management - Managing one's own time and the time of others.

Attributes:

- Trunk Strength - The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- Manual Dexterity - The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Static Strength - The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Extent Flexibility - The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Near Vision - The ability to see details at close range (within a few feet of the observer).