

CLAY COUNTY AUDITOR'S OFFICE

JOB DESCRIPTION: BUILDING HOUSEKEEPING

SUPERVISION: Under direct supervision of the County Auditor

EXPERIENCE: A positive attitude, happy demeanor and a genuine interest in people is necessary. Any equivalent combination of training and experience that will have provided the required knowledge, skills and abilities of the job. Good communication skills and a willingness to do on the job training are also required. The desire to learn and share information as it relates to the duties for housekeeping. The ability to communicate clearly, listen carefully and perform tasks correctly, with efficiency. To be organized and focused with the ability to multi-task while being interrupted in the pursuit of daily assignments.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Individuals must possess the following knowledge's, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job:

- Knowledge of cleaning methods/procedures.
- Knowledge of cleaning materials, such as detergents, disinfectants, polishes, and finishes.
- Ability to understand and follow oral/written directions.
- Ability to lift objects weighing up to 50 pounds.
- Ability to stoop, bend, twist, squat, kneel, push, pull, and reach.
- Ability to climb a ladder
- Ability to work under general supervision, using initiative and sound judgment.
- Ability to establish/maintain effective working relationships with employees, public officials, and the general public.

DESCRIPTION OF DUTIES:

1. Must receive, review and understand the policies of Clay County, Iowa as set forth in the Personnel Policy Handbook and agree to abide by the terms and conditions of the Personnel Policy Handbook.
2. Meet, greet and serve the public with tact and courtesy.
3. Cleans/dusts furniture, windows, counters, shelving, woodwork, walls and ceilings and light fixtures.
4. Clean/disinfect lavatories, toilets; clean/polish bathroom fixtures; replenishes disposable supplies such as toilet paper, towels, soap.
5. Replenish, maintain and requisition supplies/cleaning materials; deliver supplies to various areas; maintain inventory of custodial supplies.
6. Mix water and detergents in containers to prepare cleaning solutions, according to specifications.
7. Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.

8. Clean rooms, hallways, lobbies, lounges, corridors, elevators, stairways, and other work areas so that health standards are met.
9. Keep storage areas and carts well-stocked, clean, and tidy.
10. Inspect labels monthly on fire extinguishers in designated facilities.
11. Clean building floors by sweeping, mopping, scrubbing or vacuuming.
12. Notify the County Auditor concerning the needs for major repairs or additions to building operating systems.
13. Ability to work under pressure and cooperate with other staff members to accomplish tasks.
14. Performs related duties as may be required.

WORK ENVIRONMENT

Work is performed primarily indoors with occasional outdoor tasks.

1. Marginal functions of positions that are incidental to performance of fundamental job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform other job related duties requested by their supervisor. The County Auditor reserves the right to change or reassign job duties, or combine positions at any time.