

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

<b>Agency:</b>	County Commissioners	<b>Unit:</b>	Custodial
<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	Housekeeper 1	<b>Class Number:</b>	61211
<b>Dept./Div.:</b>	Building Maintenance	<b>Civil Service Status:</b>	Classified
<b>Reports To:</b>	Lead Housekeeper	<b>Employment Status:</b>	Part-time
<b>Pay:</b>	Resolution	<b>FLSA Status:</b>	Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Completion of ninth grade or equivalent.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Must possess valid Ohio vehicle operator's license with acceptable driving record.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Vacuum, motor vehicle.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** For purposes of ORC 4167.

Occasional - Exposure to hazardous chemicals.

Periodic - Exposure to irritating chemicals.

Frequent - Exposure to blood, bodily fluids and tissue; 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)

\_\_\_\_\_  
(Employee Printed Name)

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<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	Housekeeper 1	<b>Class Number:</b>	61211
<b>Supervisor's Title:</b>	Lead Housekeeper	<b>Number:</b>	61215

**Supervises:** N/A

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

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

70% (1) Performs routine and semi-skilled cleaning of County buildings and facilities (e.g., sweeps, dust mops, waxes and wet mops floors; vacuum carpets and floor mats; washes walls, windows, woodwork, doors, mirrors, beds, furniture, etc.; dusts and shines furniture; moves and rearranges furniture; hangs and takes down curtains; cleans and sanitizes bathrooms, kitchens and other facilities; restocks restroom supplies; empties trash receptacles; etc.); travels to assigned County building(s).

(1) **Knowledge of:** (a); (b); (c); (d).  
**Skill in:** (e).  
**Ability to:** (f); (g); (h).

25% (2) Cleans and maintains general orderliness of utility areas (e.g., slop sinks, supply areas, etc.); maintains utility cart and other equipment; ensures adequate supplies and equipment are on hand; secures building by locking doors and windows.

(2) **Knowledge of:** (a); (b); (c).  
**Ability to:** (f); (g).

#### OTHER DUTIES AND RESPONSIBILITIES:

5% (3) Maintains records of work completed.

(3) **Ability to:** (i); (j).

#### MINIMUM ACCEPTABLE CHARACTERISTICS: (\* indicates developed after employment)

**Knowledge of:** (a) custodial materials and equipment; (b) custodial methods; (c) safety practices and procedures; (d) organizational policies and procedures\*.  
**Skill in:** (e) motor vehicle operation.  
**Ability to:** (f) follow oral and written instructions; (g) perform routine manual tasks; (h) lift or move heavy objects; (i) maintain records according to established procedures; (j) communicate effectively.