
Job Description

JOB TITLE:	Housekeeper
REPORTS TO:	Maintenance and Operations Director
SALARY SCHEDULE:	Salary and benefits in accordance with IISPA Master Contract
WORK LOCATION:	Freedom Acres, ISD Admin Building, and as assigned by supervisor
WORK SCHEDULE:	35 hours per week; Year round position
SUPERVISES:	Not applicable

QUALIFICATIONS:

- Proven experience as a cleaner or housekeeper is preferred
- Ability to work with minimal supervision and maintain a high level of performance
- Prioritization and time management skills are essential
- Demonstrates attention to detail and thoroughness
- High school degree or equivalent is required

ESSENTIAL DUTIES AND PERFORMANCE RESPONSIBILITIES:

- Sweeping and mopping floors
- Cleaning/polishing surfaces (counters, desks, cabinets etc.)
- Washing walls and partitions
- Cleaning / sanitizing kitchen appliances and equipment
- Dusting/cleaning (furniture, doors/frames, ledges, vents, etc.)
- Cleaning/sanitizing classrooms and common areas
- Cleaning/sanitizing offices
- Cleaning/sanitizing restrooms (toilets, sinks, urinals)
- Empty and remove trash/recycle and cleaning receptacles
- Handling and maintaining cleaning equipment.
- Use of certain cleaning equipment (floor scrubber, buffer, vacuums)
- Cleaning/sanitizing school vans
- Washing windows and doors
- Moving furniture
- Monitor inventory of supplies
- Other duties as assigned by Supervisor

- Regular and consistent attendance is essential to perform job duties and responsibilities

Additional Duties may include (summer schedule):

- Assist maintenance with repairs when needed
- Assist with grounds maintenance (mowing, trimming, landscaping) when needed
- Assist custodial with stripping and re waxing floors.
- Assist with classroom/program moves
- Power washing exterior of buildings

Other knowledge, skills and abilities:

- Ability to interpret, comprehend, and follow oral and written instructions in order to perform duties described above
- Ability to use technology such as a mobile phone, tablet or computer for the purposes of communication, assignments and recording information
- High level of discretion and integrity
- Ability to adhere to district policies, Cultural Expectations, and collective bargaining agreement
- Reliability
- Adaptability
- Integrity and honesty

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

LANGUAGE SKILLS:

Ability to effectively present information and respond to questions from the supervisor. Communicate clearly and concisely both orally and in writing.

MATHEMATICAL SKILLS:

Basic math skills are required.

REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to make quick, precise adjustments to machine controls.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for long periods of time, repeat the same movements, bend or twist their body, walk for long periods of time, use hands to handle, control, or feel objects, tools, or controls, kneel, stoop, crouch, or crawl. Use muscles to lift, push, pull, or carry heavy objects; must have the

ability to lift at a minimum 50 lbs. Ability to tolerate exposure to dust and cleaning chemicals.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies.

TRAVEL:

The employee may be expected to travel between district buildings. The employee may be expected to travel to professional development conferences/trainings, and to other events as assigned or approved by Supervisor.

EVALUATION:

Performance will be evaluated by the immediate supervisor in accordance with provisions established by administration/contract.

Approved By _____ Date _____
Supervisor

Received and Agreed by: _____ Date _____
Employee

Printed name of Employee: _____