

**51611 – HOUSEKEEPER
CITY OF PARMA
020 – SERVICE DEPARTMENT**

JOB SUMMARY

The **Housekeeper** keeps the building space clean and orderly in the Communications Center/Recreation Department. The **Housekeeper** works under the general supervision of the Service Director. This position is “Classified” within the Civil Service of the City of Parma.

WORK ACTIVITIES

Cleaning Duties

- Sweeps, mops, waxes, buffs and scrubs all floors*
- Dusts, waxes, washes and polishes furniture and woodwork*
- Vacuums all rugs*
- Cleans restrooms*
- Washes tiled walls*
- Cleans sinks and kitchen equipment*

Other Duties

- Reports maintenance needs+
- Empties trash containers*
- Reports safety hazards*
- Replenishes supplies*
- Reports supply needs+
- Performs all other related duties as assigned+

* Denotes Essential Job Functions

+ Denotes Essential Job Functions, Scheduling Accommodations Possible

TOOLS AND EQUIPMENT USED

- Cleaning Agents and Materials
- Brooms
- Buckets
- Dust Rags
- Floor Waxing Machine
- Scrub Brushes
- Sponges
- Wet and Dry Mops
- Vacuum Cleaners

JOB CONTEXT

The **Housekeeper** works a 40 hour week, five days a week with one unpaid half hour for lunch. This position is full-time and operates 12 months a year. The incumbent performs his/her duties within a temperature controlled environment. The incumbent rarely, if ever, is required to go outdoors. The stress level of this position is minimal. The physical activities of this position are moderate. The **Housekeeper** may be required to do some light lifting. Mobility is a must in this position. The position involves no heavy or strenuous manual labor.

JOB QUALIFICATIONS

Upon hire, a **Housekeeper** must have:

- An eighth grade education
- Six months experience in janitorial work
- The ability to understand and carry out oral and written directions
- The ability to comprehend written warnings on cleaning products
- The ability to perform minor maintenance on cleaning equipment
- The ability to get along well with others

After hire, a **Housekeeper** must have:

- An understanding of the workings of the Parma Service Department

In accord with the Collective Bargaining agreement between the City of Parma and AFSCME Local #3924 which expires on December 31, 2017, the annual hourly rate for a **Housekeeper** is \$14.32. The City of Parma is an equal opportunity employer.

The promotional probationary period shall be 60 days in accordance with the above referenced Collective Bargaining Agreement. The new hire probationary period is one year.

Applications may be obtained from the City of Parma Human Resources & Purchasing Department at Parma City Hall, 6611 Ridge Road, Parma, Ohio. A resume is required. Applications and resumes shall be submitted after completion to the City of Parma Human Resources & Purchasing Department no later than 4:00 p.m. on Monday, May 9, 2016.