

# Itasca County Housing & Redevelopment Authority

Position: Housekeeper

Status: Non-Exempt (covered by wage & hour regulations)

Reports To: Maintenance Director

Supervises: NA

## **Scope**

Performs manual and semi-skilled work to clean and maintain HRA properties. Completes daily housekeeping tasks to ensure a clean and safe environment for tenants and staff.

## **Organizational Relationship**

Reports to Maintenance Director

## **Essential Functions**

- Keeps Supervisor informed of all important matters
- Advises Supervisor of any property damage or necessary repairs/maintenance
- Performs cleaning according to daily/weekly/monthly/unit turn over schedules
- Cleans public spaces and lobbies to maintain the appearance of these areas on a regular basis
- Assists Facilities Maintenance in cleaning units during turnover
- Other duties as assigned by Supervisor

## **Required Knowledge, Skills and Abilities**

- Knowledge of and ability to understand safety practices including pertinent material Safety Data Sheets regarding hazardous chemicals
- Knowledge of effective cleaning practices and procedures
- Ability to perform work tasks in highly visible position
- Ability to understand and follow supervisory instructions and work assignments
- Ability to operate equipment (vacuum, buffer, etc.) in a safe manner
- Ability to count inventory items to maintain proper supply
- Ability to work independently and initiate work tasks and follow through on them

## **Minimum Qualifications**

- High school diploma or equivalent
- Valid Minnesota Driver's License and reliable vehicle

## **Preferred Qualifications**

- High school diploma
- 2 years cleaning experience

## **Working Conditions**

Majority of time spent indoors. Performs physical movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning for cleaning tasks. Can stand and walk for extended periods of time. Performs repetitive motion for numerous cleaning tasks. Ability to lift up to 40 lbs. Occasionally works in confined spaces such as elevators and on ladders. Exposure to irritants/fumes, hazardous chemicals, noise and infectious disease. Uses vision, hearing, sense of touch and sense of smell.