



County of Saint Joseph, Indiana
Department of Human Resources
227 West Jefferson Boulevard
South Bend, IN 46601
Phone: 574-235-9547 Fax: 574-245-6602

Position: Building Housekeeping

Opening Date: January 12, 2017

Closing Date: Until Filled

Salary: \$8.03/hr.

Department: Maintenance

Location: Various County Buildings

Description:

This position is part-time non-exempt and is covered under the Saint Joseph County Employee Policy Manual.

Incumbent serves as Housekeeping/Floor Care worker for the St. Joseph County Maintenance Department, responsible for ensuring the cleanliness of designated county buildings.

Hours: 5:00 p.m. to 10:00 p.m.
One 15 minute break

Shift Times: Monday through Friday

Essential Functions:

1. Must receive, review and understand the policies for ST. Joseph County, Indiana as set forth in the Human Resources Policies and Benefit Manual.
2. Meet, greet, and serve the public with tact and courtesy.
3. Cleans/dusts furniture, windows, counters, shelving, woodwork, walls, ceilings, and light fixtures.
4. Clean/disinfect lavatories, toilets; clean/polish bathroom fixtures; replenish disposable supplies such as toilet paper, towels, and 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. Clean building floors by sweeping, mopping, scrubbing or vacuuming.
11. Strip, wax, and buff floors.
12. Ability to work under pressure and cooperate with other staff members to accomplish tasks.
13. Perform related duties as may be required.

Qualifications:

Experience: Any equivalent combination of training and experience that will provide the required knowledge, skills and abilities of the job. Good communication skills and 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.

Equal Opportunity Employer

Knowledge, Skills and Abilities Required: Individuals must possess the following knowledge, skill, 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 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 or 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 40 pounds.

Ability to stoop, bend, twist, squat, kneel, push, pull, and reach.

Ability to climb step stools.

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.

Must have reliable transportation.

High school diploma or GED. Must be at least 21 years of age.

Apply Online at:
www.stjosephcountyindiana.com