

WAYNE STATE UNIVERSITY

ISSUED: 7/10, 8/07

TITLE: <u>Housekeeper</u>	SALARY SCHEDULE: <u>HX</u>	CLASS CODE: <u>HX701</u>
UNION: <u>HERE – Housing</u>	SALARY GRADE: <u>01</u>	EEO CODE: <u>70</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>HX</u>

BASIC PURPOSE

Perform janitorial and detailed cleaning duties required to maintain the general appearance and cleanliness inside and out of assigned areas in buildings.

ESSENTIAL FUNCTIONS

- Clean public areas, rooms, apartments and offices . Clean and wax furniture and fixtures; clean mirrors and restrooms; sweep and dust floors and stairways, wet mop small areas to clean spilled liquid and/or food; Wash walls, clean windows and sills, dust/clean blinds and wall coverings, clean vents, receptacles and light switches. Clean vacant apartments/rooms thoroughly, including but not limited to appliances (interior and exterior), furniture, and bathrooms.
- Operate carpet shampooing, upholstery cleaning, mechanical cleaning and scrubbing equipment required to effectively perform duties. Strip, wax and buff floors; clean public sinks, tubs and toilets daily; vacuum assigned areas; and, move and arrange furnishings as required.
- Remove trash and refuse from rooms and buildings. Empty contents of waste baskets into large container and transport large mounts of refuse to dumpster or compactor. Operate compactor as necessary.
- Inspect and clean grounds immediately surrounding buildings.
- Immediately report any mechanical defects in and around buildings (including light outages), and all operating equipment.
- Participate and complete ongoing staff development initiatives.
- Participate in emergency on-call duties as necessary.
- Perform related work as assigned.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and experience.
- Ability to perform math required to mix cleaning agents.
- Ability to transport, use and maintain the full range of custodial supplies and equipment including mops, brooms, vacuums, buffers, scrubbers, etc.
- Ability to access cleaning surfaces, which may be at any height or angle from ground level to ceiling.
- Ability to operate department vehicles.
- Present and maintain a valid Michigan operator's license.
- Prior cleaning experience preferred.

SUPERVISOR

Assistant Director for Facilities and Operations

Receives some direction from Housekeeping Lead