

CITY OF OMAHA GENERAL JOB DUTIES PART-TIME/SEASONAL

No. 9666

HOUSEKEEPER

NATURE OF WORK

This is routine cleaning and custodial work in an assigned City building or area. The work involves cleaning and maintaining floors and carpets, cleaning walls, woodwork, windows, glass, venetian blinds, water fountains, and restroom fixtures, and dusting and polishing items that require such maintenance. The work also involves maintaining a facility's grounds, picking up debris and spreading salt on sidewalks. It entails setting up and taking down chairs and tables, changing light bulbs, cleaning or replacing furnace and air conditioner filters, and maintaining an inventory of supplies. An incumbent in this classification receives direct supervision from a superior.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Sweeps, waxes, mops, and buffs floors and vacuums and shampoos carpets.

Cleans walls, woodwork, windows, glass, venetian blinds, and water fountains.

Polishes metal and wood surfaces.

Cleans restrooms, replenishes supplies, and empties waste baskets and other such receptacles.

Vacuums, dusts, polishes, and shampoos furniture.

Assists in setting up chairs and tables for meetings and special events and removing them afterward.

Performs minor maintenance such as changing light bulbs, cleaning or replacing furnace and air conditioner filters, picking up debris from the grounds, and spreading salt on concrete areas.

Orders and maintains supply inventories and keeps supply areas clean and orderly.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the uses, methods, and maintenance of cleaning materials and equipment.

Ability to perform minor maintenance work, including maintenance of assigned equipment.

Ability to understand written and oral instructions.

Ability to learn repetitive duties quickly and carry them out independently.

Ability to climb, stand, walk, push, and pull from 76 to 100% of the time, and to reach, bend, stoop, squat, kneel, crouch, and lift from 51 to 75% of the time.

Ability to use fifty (50) pounds of force up to 33% of the time , up to twenty (20) pounds of force from 34 to 66% of the time, and up to ten (10) pounds of force from 67 to 100% of the time to move objects.

SPECIAL QUALIFICATIONS

Must possess and maintain a valid motor vehicle operator's license.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Brooms

Floor Polishers, Buffers, and other Motorized Cleaning Equipment

Vacuum Cleaners

Mops and Buckets

Automobile or Light Utility Vehicles