

## CITY OF LEAVENWORTH

### HOUSEKEEPING SERVICES JOB DESCRIPTION - YEAR 2019 PART TIME POSITION

**TITLE:** HOUSEKEEPING SERVICES

**LOCATION:** LEAVENWORTH CITY HALL & LIBRARY

**FLSA STATUS:** Non-exempt

**SALARY RANGE:** \$15.00 - \$18.00 per hour

#### **POSITION SUMMARY:**

Under direction of the Public Works Director, this position is responsible for performing all necessary housekeeping and cleaning tasks throughout the Leavenworth City Hall & Library building. This position is a part-time, non-exempt position. The Housekeeping Services Job Description does not include all essential tasks, all nonessential tasks, and/or all responsibilities of the position. To be successful in this position, an individual must be able to perform all essential functions satisfactorily when assigned. City Hall and Library are to be cleaned two (2) nights per week on Monday and Thursday. Cleaning must take place between the hours of 4:00 PM and be finished no later than 10:00 PM on the same day.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Clean floors: sweep, dust, wet mop, scrub, or vacuum.
- Service, clean, supply restrooms: toilets, urinals, sinks, fixtures, floors, trash, etc.
- Trash pick-up and removal; take to designated dumping area.
- Vacuum, spot clean and shampoo carpets.
- Dust and clean light fixtures and blinds.
- Wash walls.
- Loading, unload, distribute supplies, service lobbies and high use areas, and perform special cleaning.
- Keep janitorial closets clean and orderly.
- Perform other related duties as directed.

#### **GENERAL RESPONSIBILITIES:**

- Complete and submit accurate time sheets.

- Work adjusted schedules and/or overtime as required.
- Maintain a safe working environment. Report unsafe conditions to Public Works Director
- Read and follow all label instructions on chemical materials.
- Report out-of-order equipment to Public Works Director.
- Treat all building occupants with courtesy and respect at all times.
- Report accidents immediately to supervisors.
- See **Exhibit A** for General Scope of Services

### **QUALIFICATIONS:**

- Knowledge of cleaning solutions and housekeeping supplies / equipment.
- Able to bend, stoop and reach.
- Work with and around chemical cleaning compounds.
- Lift and carry objects weighing up to approximately 50 lbs.
- Organize work and follow cleaning schedules.
- Able to communicate effectively with facility occupants and supervisor.
- Work around the public.
- Work as a member of a team.

### **WORK ENVIRONMENT:**

1. Exposure to noise and cleaning chemicals, fumes, gases and odors, including sewage, is routine. This work requires the ability to see, hear, and smell in order to detect problems associated with mechanical, chemical, and other hazards that may affect personal and public safety.
2. The employee will be required on occasion to work in outside weather conditions, in cold, hot, dry, wet, and/or humid conditions.

### **POSITION SAFETY PRACTICES:**

1. Complies with federal, state, county, and City of Leavenworth laws, rules, regulations, ordinances, and policies;
2. Performs work within WISHA safety standards and the City's Accident Prevention and Safety Program (Printed 2-25-2002; distributed 6-24-2002) with consideration for public safety and convenience;
3. Identifies unsafe working conditions and deficiencies and takes appropriate action to immediately correct them;

4. Seeks instruction for unaddressed safety and health situations from competent, qualified employees, supervisors, and/or management;
5. Attends safety meetings when scheduled;
6. Uses protective clothing and personal protective equipment when and where required or necessary;
7. Performs work in a smoke and drug free work environment to promote health, safety, and productivity.

**TERM OF EMPLOYMENT:**

Individual filling the position will be required to pass a physical evaluation to assess individual abilities to meet the essential functions and miscellaneous essential functions of the position. The evaluation will also include a pre-employment background check which is a condition of the job due to the nature of the position.

*An individual with a disability who satisfies the skill, experience, education and other job related requirements, with or without reasonable accommodations, may perform the essential functions of this position. The physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

*Statements contained herein reflect general details, as necessary to describe the principal function of the position, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief to equalize peak work periods, or to otherwise balance the work load.*

*The City of Leavenworth is an equal opportunity employer.*

## **EXHIBIT A - GENERAL SCOPE OF SERVICES**

The City of Leavenworth is pleased to offer an opportunity for an experienced facility maintenance firm/contractor/individual to provide janitorial services at the Leavenworth City Hall, 700 Hwy. 2 Leavenworth WA

The City will be responsible for providing all cleaning equipment and supplies (mops, buckets, brooms, dust mops, rags, and products (toilet paper, paper towels, garbage bags, seat covers, soap, etc.) needed to fulfill the scope of services within the RFP.

### **I. CITY HALL - GENERAL SPECIFICATIONS**

Schedule: City Hall/Library is to be cleaned two (2) nights per week on Monday and Thursday. Cleaning must take place between the hours of 4:00 PM and be finished no later than 10:00 PM on the same day.

#### **A. EXTERIOR MAIN ENTRANCES**

1. Two (2) Times Per Week
  - Remove litter, cigarette butts, and debris from main entry doorways on front and rear entrances

#### **B. INTERIOR ENTRY WAY, LOBBY**

1. Two (2) times per week
  - Damp mop floor surfaces with neutral cleaner.
  - Vacuum entry rugs.
  - Clean noticeable stains off windows with glass cleaner where applicable.
  - Spot clean walls around light switches and door frames as needed.
  - Dust window sills, low ledges, and all horizontal surfaces under 6 feet.

#### **C. OFFICES, CUBICLES AND OPEN COMMON WORK AREAS (carpeted)**

1. Two (2) times per week:
  - Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
  - Empty paper shredder waste receptacle, and replace liner.
  - Spot clean front counter areas for minor spillage or coffee rings as needed
  - Arrange furniture in a neat and orderly manner.
  - Vacuum main carpeted areas.
  - Dust low ledges and horizontal surfaces under 6 feet.
  - Spot clean walls around light switches and door frames as needed.

2. Once Per Month (1st week of month):

- Detail vacuum under desks, tables, counters, corners, and edges of carpeted areas.
- Clean noticeable stains off windows with glass cleaner where applicable.
- Vacuum heating and air return vents.
- Dust ledges and horizontal surfaces over 6 feet (for spider webs, etc.)
- Dust mini blinds where applicable.
- Wipe down walls not done daily.

**D. EMPLOYEE KITCHEN (carpet / linoleum)**

1. Two (2) Times Per Week

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
- Dust mop and/or sweep floor and vacuum carpet.
- Damp mop floor surface with neutral cleaner (1 time per week).
- Wipe down counters, sink, and table top and cabinet doors.
- Clean and polish chrome fixtures.
- Dust and wipe down horizontal surfaces under and over 6 feet (for spider webs, etc.)
- Check and refill all dispensers; paper towels, and hand soap.

**E. RESTROOMS (Lower, Library, and Upper)**

1. Two (2) times per week - Monday and Thursday

- Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
- Empty and clean feminine napkin containers, dispose of waste, and replace liners.
- Dust mop and/or sweep floor areas.
- Damp mop floor surfaces with neutral cleaner.
- Check and refill all dispensers; paper towels, toilet tissue, seat covers and hand soap.
- Clean and polish mirrors and dispensers.
- Clean counters, and sinks.

- Clean and sanitize toilets, toilet seats, and urinals.
  - Clean and polish chrome fixtures.
  - Clean walls around sinks, towel dispensers, urinals, partitions and door frames.
  - Dust land/or wipe down low ledges and horizontal surfaces under 6 feet.
2. Once Per Month (1st week of month)
    - Vacuum air vents.
    - Dust ledges and horizontal surfaces over 6 feet (spider webs, etc.)
    - Wipe down walls not done daily.

**F. LIBRARY GENERAL AREA - (Carpeted)**

1. Two (2) Times per week
  - Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liner.
  - Wipe down registration table tops with neutral cleaner.
  - Vacuum main carpeted area.
  - Dust horizontal surfaces less than 6 feet.
  - Spot clean walls around light switches and door frames.
2. Monthly
  - Dust horizontal surfaces above 6 feet (spider webs, etc.)
  - Detail vacuum under furniture, desks, corners, and edges of carpet.
  - Wipe down walls not done daily.
  - Vacuum air vents.
  - Dust ledges and horizontal surfaces over 6 feet (spider webs, etc.)

**G. LIBRARY OFFICE / KITCHEN AREA**

1. Two (2) Times Per Week:
  - Empty waste receptacles, dispose of waste appropriately, clean waste container, and replace liners.
  - Vacuum floor.
  - Dust and clean accessible surfaces of desks, chairs, tables and other office furniture. Arrange furniture in a neat and orderly manner.
  - Dust and/or wipe down window sills, low ledges and all horizontal surfaces under 6 feet.
  - Clean noticeable stains off windows with glass cleaner where applicable.

- Spot clean walls around light switches, handles, and door frames as needed.
  - Dust mini blinds.
  - Dust and spot clean walls.
2. Monthly (1st week of each month):
- Dust off air vents.
  - Dust ledges and horizontal surfaces over 6 feet (spider webs, etc.)

#### **H. STAIRWELLS (Front and Back)**

1. Two (2) Times Per Week:
- Front: Vacuum Stairwell and Landings.
  - Back: Dust mop or Wet Mop Stairwell and Landings.
  - Damp mop floor surfaces with neutral cleaner.
  - Dust and/or wipe down window sills, low ledges, and all horizontal surfaces under 6 feet.
  - Spot clean walls and around light switches and door frames as needed.
  - Clean noticeable stains off windows and display case with glass cleaner where applicable.
  - Sweep rug at back east entrance, outside, free of dirt and debris.
2. Monthly (1st week of each month):
- Dust ledges and all horizontal surfaces over 6 feet (spider webs, etc.)
  - Dust off air vents.