

JOB TITLE  
HOUSEKEEPING ASSISTANT

DIVISION  
ADMINISTRATION

REPORTS TO  
MANAGER  
HOUSEKEEPING SERVICES

SALARY SCHEDULE & GRADE  
I I, GRADE 4

LENGTH OF WORK YEAR  
260 DAYS

DATE  
MAY 7, 2007

SCOPE OF RESPONSIBILITIES

Assists the Manager Housekeeping Services by serving as a resource for all cost centers within the district and assisting with the planning and facilitation of training programs. Performs all phases of physical labor required within housekeeping services.

PERFORMANCE RESPONSIBILITIES

1. Assists with the planning and facilitating of training programs for substitute custodians, custodians, plant operator trainees, and plant operators. This includes initial employment, promotional, and annual training as well as on-going professional development programs.
2. Assists with the development of training materials.
3. Assists with housekeeping employee retraining as needed.
4. Assists with the management and assignment of substitute and floater custodians.
5. Assists with the evaluation of all district facilities and district housekeeping evaluation programs.
6. Assists cost centers with time and motion studies.
7. Assists cost centers with the scheduling of custodians.
8. Assists cost centers with project and non-routine scheduling.
6. Performs other duties as assigned by Manager Housekeeping Services.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years successful experience in housekeeping practices and procedure
3. Valid driver's license

DESIRABLE QUALIFICATIONS

1. Plant operator experience

07183  
050707