

HOUSEKEEPER II

NATURE OF WORK IN THIS CLASS:

Leads a crew and participates in a variety of hospital housekeeping work.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Leads and participates in the washing, cleaning and disinfection of isolation rooms utilizing fogging machines and other similar equipment; sanitizes lavatory water cooler, and other household items.

Leads and participates in the sweeping, mopping, scrubbing, waxing and other cleaning operations; participates in the dusting and washing of walls, windows and furniture.

Estimates the time and materials needed for work projects.

Insures that materials and equipment are properly maintained and that replacements are available.

Burns trashes; disposes of contaminated waste; replaces light bulbs; cleans brass; cleans and takes routine care of building grounds.

Operates floor scrubbers, vacuum sweepers and other cleaning machines.

Delivers, moves, and collects supplies, equipment and furniture.

Applies and enforces safe and sanitary work practices on the job.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of standard methods, practices, tools, and equipment, involved in hospital housekeeping work, including specialized hospital housekeeping work.

Knowledge of the operation and care of hospital housekeeping, tools and equipment.

Ability to lead the work of others.

Ability to estimate the time and materials needed for work projects.

Ability to insure that materials and equipment are properly maintained and that replacement parts are available.

Ability to work effectively with the public and employees.

Ability to apply and enforce safe and sanitary work practices on the job.

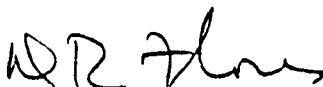
Ability to comment effectively, orally and in writing.

Skill in the operation and care of hospital housekeeping tools and equipment.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Six months of experience in hospital housekeeping work; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission