

FORT SCOTT COMMUNITY COLLEGE
Position Description MA08

NAME: _____ JOB TITLE: Resident Hall Housekeeper

DIVISION/DEPARTMENT: Facilities and Operations

RESPONSIBLE TO: Facilities and Operations Director

MONTHS PER YEAR: 12 HOURS PER WEEK: 40 UPDATE: 6-20

CREDENTIALS:

- Knowledge of materials, methods and practices used in cleaning operations
- Knowledge of operation, use and care of janitorial equipment
- Ability to make minor repairs and adjustments to building fixtures and equipment
- Ability to work effectively with fellow workers, students and community members
- Ability to read and follow directions on cleaning and chemical labels
- Ability to implement procedures regarding Bloodborne Pathogens laws and regulations
- Flexibility of schedule required to meet the various needs of institutional and community events

MAY BE REQUIRED TO: Sit or stand for long periods of time, operate technical equipment. Speak and hear clearly, transport equipment to various sites, drive to various sites, lift heavy objects

JOB PURPOSE: Primary assignment to dorm. Clean and maintain buildings, following assigned schedule and sanitary standards

DUTIES AND RESPONSIBILITIES:

- Clean halls, laundry rooms, stairs, and elevators on a daily basis
- Empty trash cans and replace can liners on a daily basis
- Sweep and mop all tile floors daily
- Polish (high speed buff) on a weekly basis all tile floors
- Strip and wax tile floors on a semi-annual basis
- Vacuum all carpeted areas on a daily basis
- Shampoo (or carpet bonnet) carpet on an annual basis
- Clean and disinfect all restrooms on at least a daily basis (includes all walls and fixtures)
- Restock all dispensers (toilet tissue, paper towels, and soap) on a daily basis
- Clean entrance windows and entrance floor areas (inside and out) on a daily basis, including salting walkways when needed
- Clean other exterior windows on a quarterly basis
- Paint as needed
- Dust fixtures (hallways, classrooms, etc.) on a weekly basis
- Replace light bulbs in your area when needed
- Assist in other areas when asked or in the absence of other custodial staff members

Reviewed by Supervisor: _____
Signature

Date

All job descriptions are subject to revision based on changing needs of the college.