

TIOGA/BRADFORD COUNTY HOUSING AUTHORITY

HOUSEKEEPER CLASSIFICATION

JOB DESCRIPTION

QUALIFICATION:

High School Graduate or successful completion of GED preferred; minimum one (1) year practical housekeeping work experience in hotel, residential or commercial environment; ability to maintain good rapport with the public, residents and co-workers; must pass a drug and back ground screening.

DUTIES:

1. Primary responsibility for daily cleaning of halls and common areas of Housing Authority (HA) properties. Including but not limited to; routine cleaning of hallways, entrance areas, windows, community rooms, public restrooms, laundry rooms, carpeting, and stairwells.
2. Housekeeper maintains HA properties by cleaning, dusting, vacuuming and polishing.
3. Housekeeper must ensure cleanliness of assigned areas and floors throughout HA buildings.
4. Housekeeper is responsible for safe, orderly storage and use of cleaning chemicals, supplies and equipment.
5. Housekeeper will operate vacuum cleaners, floor care machines and various other items in a safe and efficient manner.
6. Housekeeper will remove miscellaneous debris by removing trash in common areas daily.
7. Housekeeper will maintain a safe, secure, and healthy work environment by following all HA safety standards and procedures.
8. Housekeeper will assist other maintenance personnel with general cleaning in vacant apartments in preparation for re-leasing when assigned by Maintenance Foreman.
9. Housekeeper will observe the Housekeeping Schedule, which is regularly updated and furnished by the Maintenance Foreman.
10. Housekeeper will present themselves in a courteous and respectful manner while representing the HA to all residents, co-workers and other visitors to the building.

STARTING SALARY: \$9.55 per hour (Determined by HUD Labor Relations)