

## **PART-TIME HOUSEKEEPER**

**Department:** Administration

**Reports To:** City Manager



### **Position Summary**

Under supervision of the City Manager, the Part-time housekeeper performs a variety of housekeeping and sanitizing tasks at the Garnett Recreation Center and the Santa Fe Depot.

### **Examples of Work**

- Sweep and mop floors;
- Clean windows and mirrors;
- Clean and disinfect bathrooms;
- Refill sanitizing stations, soaps, paper goods, etc.;
- Empty trash;
- Other related duties as deemed necessary or as required.

### **Experience**

Housekeeping experience preferred.

### **Education**

High school diploma or GED preferred.

### **Skills**

Basic knowledge of chemicals and cleaning solutions. Positive attitude and ability to adapt to change. Team player who aims for excellence. Strong ability to see problem areas and correct them without direct supervision.

### **Physical demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to utilize objects, tools, equipment or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Must maintain a physical condition appropriate to the performance of assigned duties and responsibilities, which may include working closely with others, high levels of public contact, and irregular working hours.

### **Problem Solving**

Limited problem solving exists in this position. Problems include customer service to ensure healthy standards are maintained at all locations of responsibility.

Revised 06/2021

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**Decision-Making**

Limited decision making exists in this position. Duties follow prescribed policies and procedures. Decisions include how to meet and exceed healthy standards at all locations of responsibility.

**Accountability**

Employee is responsible for cleanliness of the Garnett Recreation Center and the Santa Fe Depot. Employee does not participate in the annual department budget process.

**Supervision**

Minimal direct supervision is provided, and job-related decisions are reviewed by the City Manager. Employee does not have supervisory responsibility over subordinate personnel.

**Personal Relations**

Frequent contact with other city departments and continual contact with the general public.

**Residency**

The employee working in this position is required to reside within Anderson County.

**Working Conditions**

No adverse working conditions exist in this position.

**Salary and Hours**

This position is part-time up to 20 hours per week. The starting pay for this position is \$9.25/hr.

*Equal Employment Opportunity The City of Garnett is an Equal Opportunity Employer. We value diversity, equity, and inclusion as essential elements that create and foster a welcoming workplace. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job. If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter. Verification of identity and employment eligibility to work in the United States is required by federal law. For a list of acceptable documents that establish these criteria, please refer to the federal Form I-9.*