

CLASSIFICATION GRID: 1

BENCHMARK TITLE: HOUSEKEEPER

BENCHMARK NUMBER: 80300

JOB FAMILY: ENVIRONMENTAL SERVICES

SCOPE AND LEVEL DEFINITION

Performs housekeeping duties such as sweeping, mopping floors, vacuuming, dusting, laundry, and washing walls, windows, and ceilings.

TYPICAL FUNCTIONS AND RESPONSIBILITIES

1. Cleans, washes, and disinfects building areas such as walls, windows, ceilings, floors, carpets, air vents, furniture, mattresses, blinds, and washrooms by methods such as dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing, and buffing, using various manual and power cleaning equipment.
2. Maintains housekeeping equipment by cleaning and replacing items such as filter bags and mop heads. Reports unsafe and faulty equipment, fixtures, and furniture to supervisor. Ensures safe use and storage of all cleaning supplies, and maintains supply inventory and related records as required.
3. Provides clients with basic information related to the building. Explains clients' responsibilities for duty assignments, provides direction, and monitors and assists clients with chores.
4. Collects and removes garbage, and ensures the safe disposal of hazardous waste.
5. Transports equipment, furniture, and supplies manually and/or using aides such as dollies and carts. Arranges furniture for special events.
6. Performs laundry duties such as washing linens and clothing.
7. Cleans external areas such as entranceways and sidewalks by removing dirt, leaves, snow, and other refuse.
8. Completes and maintains related records and documentation such as logs and key registers.
9. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Grade 12
- Building Service Worker Certificate
Or an equivalent combination of education, training, and experience
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Ability to deal with others effectively
- Physical ability to carry out the duties of the position
- Ability to operate related equipment
- Ability to organize work