

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106430

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Properties & Facilities

COUNTY OF EMPLOYMENT
Franklin

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Housekeeper/Event Assistant POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005807 Administrative Staff

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Cleans & assists in maintaining Governors Residence: assists in daily cleaning & other related duties as assigned (e.g., wax, polish & dust furniture, clean basement stairs, vacuum daily, clean mirrors, bathroom fixtures & kitchen); washes house linens (e.g., tablecloths, napkins, bed linens); changes & makes beds; checks ceiling lights; washes windows using 5 ft. ladder; assists with & coordinates events (e.g., dinner parties, receptions, table décor, cooking, serving, floral arrangements, event set up, directs volunteers); communicates information as necessary.	Knowledge of (1) cleaning practices & procedures; (2) household management; (3) safety practices & procedures; Skill in (4) operation of cleaning & household equipment & tools (e.g., vacuum sweeper, washer & dryer); (5) basic operation of personal computer (e.g., email, MS Outlook, MS Word); (6) food sanitation. Ability to (7) communicate effectively in writing & verbally in order to receive & give direction; (8) climb 5 ft ladder; (9) maintain accurate records; (10) stand, walk, or bend continuously
20	Performs other duties as needed: reports any repairs or maintenance needs; attends staff meetings; ensures neatness & cleanliness of Governor's Residence; maintains inventory of supplies & keeps operating cost at minimum; orders cleaning supplies & household items as necessary.	Knowledge of 1, 2, 3, (11) inventory control; Skill in 4, 5 Ability to 7, 9, 10, (12) count, do basic addition & subtraction.

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ce

3/7/12

POSITION NUMBER
20005809

JOB CODE TITLE
Administrative Staff

JOB CODE
99580

Apr 2.29.12aw