



EAST CLEVELAND PUBLIC LIBRARY

HOUSEKEEPER

JOB DESCRIPTION

Job Title: Housekeeper	FLSA Status: Non-Exempt
Reports To: Facility Team Lead	Grade: PT Hourly
Department: Maintenance	Last Revision: 3/14/2017
Approved By: ECPL Board of Trustees	Pay Range: \$ 9.42 - \$ 14.23/Hr.

GENERAL SUMMARY:

Under general supervision, the Housekeeper assists in creating a clean, attractive and safe environment for staff, patrons and visitors through the performance of daily housekeeping.

All East Cleveland Public Library employees are expected to exercise sensitivity when working with others, display common sense and good judgment, actively promote the Library to the public, uphold the highest level of confidentiality, honesty and integrity, and represent the Library in a positive and professional manner at all times.

ESSENTIAL JOB FUNCTIONS:

CLEANING AND HOUSEKEEPING TASKS

- * Cleans and mops restrooms, staff and meeting room, kitchens, entranceways, and rooms with tiled floors
- * Vacuums and sweeps all areas of the building
- * Dusts and cleans all countertops, shelves, computers, desks, tables, and any other surface areas, to include both public and office workstations
- * Empties trash cans/recycling bins and safely transports waste to proper receptacles on a daily basis, or as needed
- * Cleans all sinks, toilet bowls, urinals, refrigerators, microwaves and ovens in the building
- * Cleans all glass, mirrors, and windows inside of the building as needed
- * Refills paper products and soap dispensers as needed
- * Sets up, takes down and otherwise arranges the meeting rooms for classes, meetings and special events
- * May be required to perform other housekeeping tasks as needed

SAFETY

- * Ensures that entranceways and exits are clear and free from obstructions

- * Keeps supervisor aware of any areas in the building requiring repair, maintenance or servicing

QUALIFICATIONS:

- * High school education or equivalent
- * Previous institutional cleaning experience preferred, but not required

SKILLS:

- * Effectively demonstrates use of equipment, materials and supplies utilized in building maintenance
- * Reads and follows a Material Safety Data Sheet
- * Transports up to 50lbs. easily and safely, in order to receive, store and retrieve custodial supplies and equipment
- * Communicates effectively with staff and management
- * Follows verbal and written instructions
- * Establishes and maintains effective relationships with patrons, staff and the general public
- * Performs several tasks simultaneously and under pressure
- * Works independently with limited supervision, and with a team
- * Performs detail-oriented tasks accurately
- * Organizes and prioritizes workload
- * Follows and enforces Library policies, procedures and techniques
- * Maintains confidentiality of information handled
- * Recognizes and responds to potential dangers to patrons and staff
- * Performs the physical activities associated with this position
- * Maintains flexibility in scheduling, with regard to lunch breaks and length of work day, including weekends

OTHER REQUIREMENTS:

- * Attends staff meetings
- * Serves on temporary committees, as requested
- * Acts in place of the Supervisor of Maintenance in his/her absence
- * Performs additional duties and assignments as assigned

Signature

Date