



**DUTCHESS COUNTY
CLASS SPECIFICATION**

HOUSEKEEPER I (DCC)

DATE ADOPTED: 3/1/23

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is routine manual work involving the housekeeping of buildings at the Community College. Work is performed under general supervision with assignments being outlined in detail and spot-checked by inspections. Employees are considered essential personnel expected to respond accordingly. Supervision is not normally a function of the position.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Sweeps, mops, washes, strips, waxes floors utilizing commercial floor care machinery such as auto scrubbers, floor polishers, carpet extractors, buffers, burnishers, floor strippers, commercial vacuum cleaners, and wet/dry vacuums;
2. Disinfect chairs, tables, desks and other furniture and all high touch surfaces such as handrails, elevator controls, door handles, etc.;
3. Clean and disinfect restrooms daily and weekly;
4. Washes windows, walls, woodwork, white boards and similar building components, furnishings and equipment;
5. Change light bulbs by first determining the type of bulb, report continuing issue to supervisor for ballast replacement;
6. Gathers and disposes of refuse;
7. Cleans and polishes furniture and stainless steel;
8. Report any maintenance and/or security issues found during shift to the appropriate department;
9. Set-up and break-down for campus events (inside and outside) including the moving of furniture, required to follow event floor plans, and supporting dining services;
10. Completes work order forms documenting time spent on special events;
11. Participates in on-call and weekend coverage;
12. Participates in snow and ice control activities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:

Working knowledge of housekeeping operations, materials and equipment;
Ability to perform routine manual work;
Ability to communicate effectively both orally and in writing;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

None.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: CSEA/6

JURISDICTIONAL CLASSIFICATION: Labor/PJC

REVISION HISTORY: 3/1/23 (F.K.A Cleaner)