



## **JOB DESCRIPTION**

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**Job Title:** Housekeeper  
**Member of** Technical Services and Support  
**Current Grade:** 2  
**Responsible to:** Facilities Specialist Supervisor

**Main Office Facility**  
**Senior High-rise (16 story 150 unit Complex)**  
**Valley Fair Village (100 unit Senior Complex)**  
**Pleasant Green**  
**Villa Charmant**  
**Gregson**

- I. The Mission of Housing Authority of the County of Salt Lake**  
The mission of the Housing Authority of the County of Salt Lake (HACSL) is to provide and develop quality affordable housing opportunities for individuals and families while promoting self-sufficiency, empowerment and neighborhood revitalization.
  
- II. The Mission of *Technical Services and Support Division (TSS)***  
The mission of TSS is timely, professional, efficient service to customers while maintaining and encouraging resident self-sufficiency and responsibility.
  
- III. Job Statement**  
The purpose of the Housekeeper is to support the Mission of HACSL by providing high quality of customer service through housekeeping and maintenance activities so that we maximize our ability to provide in Salt Lake County. This is done by adhering to HACSL policies and procedures, and by working with other HACSL personal to coordinate essential agency functions.

### **Objective A**

The Housekeeper supports the mission of HACSL by providing custodial and maintenance services for the Main Office, Senior High-rise, Gregson Laundry room and Valley Fair Village Center so that there will be a clean work place to better serve our clients.

1. Clean floors, tables, windows, restrooms, equipment, etc. on a daily basis using cleaning equipment, chemicals and a knowledge of custodial techniques and procedures.
2. Prepare vacant apartments for re-rental, including cleaning and painting
3. Paint building interiors using brushes and rollers.

4. Shampoo carpets using chemicals, carpet shampooers, bonnet system and vacuum cleaners.
5. Strip and wax floors using chemicals, stripping buffer, proper floor waxing applications and operating buffer.
6. Move furniture and equipment including setting up and taking down tables and chairs.
7. Perform basic maintenance duties.
8. Perform trash compactor bin change out on assigned days.
9. Perform daily custodial work orders
10. Maintain current M.S.D.S. forms on all chemicals used in the job.
11. Update and advise the Facilities Operations Manager of problems, workload, special activities, etc.

### **Objective B**

The Housekeeper provides team support for HACSL by working with T.S.S. and other HACSL departments.

1. Grounds care - mowing, fence repair, sprinklers□ etc.
2. Customer - service and work orders.
3. Vacancy Preparation
4. Provide snow removal as assigned

### **Minimum Qualifications:**

1. One year full-time paid employment in a related field and the ability to lift 50 lbs.
2. Must have a good working knowledge of cleaning and sanitation methods and products.
3. Must know how to properly use and care for all tools and equipment necessary to carry out the required work.
4. A good working knowledge of the English language, both written and spoken is required
5. A valid Utah State Driver's License, and a good driving record.
6. High School Diploma or equivalent.

### **Other requirements:**

1. High degree of dedication, self-starter, well-motivated and able to operate independently on their own.
2. Great flexibility in hours and work schedules and weekend call-ins are eminent. Able to work, produce and make decisions on their own with minimal supervision.
3. May also be required to provide assistance and/or direction in any of the other areas of the Housing Authority's responsibility.
4. Because this job incurs unique liabilities and requires working closely with so many people, it requires a person who is personable, congenial, and thoroughly honest.

*A criminal background, drug screen, driving and credit check must be completed before hire. An Official Housing Authority Application Form must be completed and a resume submitted. The Housing Authority complies with Section 504 of the Rehabilitation Act of 1973 by providing equal access to services, programs and activities for qualified individuals with disabilities. With 24-hour advance request, reasonable accommodations will be provided to individuals with disabilities.*