

**HOUSEKEEPING AIDE**  
**BUILDINGS AND GROUNDS**

**POSITION DESCRIPTION**

**I. Position Summary.**

This position is in the Columbia County Building and Grounds Department, under the general supervision of the Director of Buildings and Grounds. The employee in this position performs day to day building cleaning of assigned facilities/buildings.

**II. Essential Duties and Responsibilities.**

Typical tasks will include, but are not necessarily limited to, the following:

1. Empties wastebaskets and ashtrays
2. Vacuums rugs, runners and carpets
3. Dust mops room and overall dusting of tabletops, fixtures, etc
4. Maintain the care and use of supplies, equipment, etc and assure equipment is cleaned and properly stored
5. Dust mops and wet mops halls and alcoves
6. Strips and refinishes floors according to prescribed routines
7. Polished floors with buffer, cleans windows, fixtures and drinking fountains
8. Cleans fixtures in assigned rest rooms and mops floors in same
9. Cleans and fills fixtures and dispensers in assigned restrooms
10. Cleans spots on desks and counter tops with appropriate cleaners
11. Assists with moving furniture, filing cabinets, etc.

**III. Materials and Equipment Used**

1. Vacuum cleaners
2. Buffers/scrubbers
3. Cleaning supplies

**IV. Knowledge, Skills, Licensure and Experience Required.**

1. Education requirements
  - High School diploma or its equivalent
  - Minimum of one (1) year work experience in housekeeping desirable
2. Ability to understand and effectively carry out written or verbal instructions
3. Ability to learn assigned tasks readily
4. Knowledge of the materials, equipment and methods used in general cleaning
5. Ability to work well with others
6. Knowledge of safe work practices
7. Valid Wisconsin Drivers License
8. Expected to maintain automobile liability insurance

**V. Physical Requirements.**

1. Frequent lifting and/or carrying objects weighing up to 50 pounds
2. Good manual dexterity of hands and fingers
3. Frequent bending, twisting, squatting and reaching
4. Ability to communicate orally in a clear manner
5. Visual acuity
6. Able to hear normal conversation

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.