

DELTA COUNTY

JOB POSTING

POSTING: Delta County is seeking qualified applicants for the position of **VACATION RELIEF HOUSEKEEPER.**

DUTIES: See attached job description

QUALIFICATIONS:

HOURS: Irregular & Up to 35 Hours (35) per week. The position will fill-in for Delta County's two Housekeepers during periods of absence due to vacation, sick leave, workers compensation, or FMLA. The position may work multiple weeks in a row, and then not work for two months. The hours are anticipated to be 4-11p.m. or 5-11p.m. when utilized. Hours are not guaranteed in any given month.

PHYSICAL: Must be able to pass physical.

SALARY: \$11.00 hour

Applications for the position of **Vacation Relief Housekeeper** will be accepted through December 15, 2017 by 3:30 p.m. at the Administration Office, 310 Ludington Street, Escanaba, MI 49829.

DELTA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the County's policy not to discriminate against qualified handicapped individuals.

JOB DESCRIPTION

POSITION TITLE: **HOUSEKEEPER**

GENERAL SUMMARY:

Under the supervision of the Director of Maintenance & Housekeeping, performs a variety of custodial tasks in and around County facilities, cleaning offices, hallways, restrooms, and meeting areas.

TYPICAL DUTIES:

1. Cleans windows.
2. Dust mops and wet mops floors and stairs. Periodically strips floors of old wax, applies fresh wax, and operates power buffer to polish floors.
3. Dusts furniture, empties ash trays and wastepaper baskets, and takes trash to disposal area.
4. Cleans and sanitizes drinking fountains and restrooms; replenishes supplies and dispensers as needed.
5. Vacuums appropriate areas.
6. Must have working knowledge of equipment needed to do tasks described above.
7. Performs other duties as assigned by the Director of Maintenance & Housekeeping.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Board Approved 2-7-12