

HOUSEKEEPER

Definition:

Under direction, to have charge of the cleaning and processing of linen and laundry/housekeeping supplies; and to do related work as required.

Essential Functions:

- Maintains adequate supplies of linen and other housekeeping supplies.
- Orders and issues linen as needed.
- Orders and issues cleaning and housekeeping supplies as needed.
- Prepares linen and clothing for laundry, and checks linen and clothing in from laundry.
- Processes laundry
- Completes inventory of fabric/linen.
- Processes fabric/linen donations.
- Notifies supervisor of needed repairs to equipment.
- Cleans laundry room and supply office including floors by disinfecting, dusting and washing.
- Assembles clothing of the correct size for issuance.
- Orders, purchases and/or requisitions supplies as needed.
- May supervise the work of janitorial employees engaged in cleaning residence buildings.
- Performs other related functions as required.

Employment Standards:

High School Diploma, G.E.D. or equivalent, or any combination of education and/or experience, AND one (1) year of paid experience in housekeeping.

Knowledge of: approved cleaning equipment, supplies and methods; and housekeeping and laundry supplies and methods.

Ability to: follow oral and written directions, and to estimate need for linen, laundry, and housekeeping supplies.

A California Class C Driver's License is required.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or report for work as soon as practicable following a significant emergency or disaster.

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