

Benchmark Title**HOUSEKEEPER****Job Summary**

Performs routine cleaning, minor maintenance and service functions in the organisation's buildings or in a residence.

Key Duties and Responsibilities

1. Cleans, washes and disinfects building areas such as walls, windows, ceilings, floors, carpets, air vents, furniture, mattresses, blinds and washrooms by methods such as dusting, polishing, vacuuming, sweeping, wet mopping, shampooing, waxing and buffing using various manual and power cleaning equipment. Cleans, dusts and wipes down various appliances and accessories.
2. Collects and disposes of refuse and maintains clean refuse areas; performs spot clean-ups as required.
3. Secures the building by arming alarms and locking doors and windows.
4. Reports any non-routine maintenance needs to the supervisor. Performs minor maintenance such as changing light bulbs, unplugging sinks and toilets and replacing tap washers.
5. Changes and makes beds. Keeps an inventory of linens.
6. Launders and mends clothes and linens.
7. Assists in the preparation of meals and/or snacks; maintains the food inventory.
8. Performs other related duties as required.

Qualifications*Education and Knowledge*

Grade 10.

Training and Experience

One (1) month recent related experience.

Or an equivalent combination of education, training and experience.

COMMUNITY SOCIAL SERVICES JOB EVALUATION PLAN RATING RATIONALE

BENCHMARK TITLE: Housekeeper

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	Education and Knowledge – Requires Grade 10	1	19
2	Training and Experience – Requires up to 1 month recent related experience	1	25
3	Physical Demands – Often lifts and carries heavy weights	6	42
4	Concentration – Often checks area for cleanliness	2	17
5	Independence – Makes minor changes to established routines in performing housekeeping tasks	1	14
6	Judgement – Follows schedules or set routines in performing housekeeping tasks	1	14
7	Leadership/Supervision – Little or no responsibility	1	20
8	Accountability – Errors are obvious and result in lost time for worker to correct	1	14
9	Communication – Exchange/explains factual information involving no conflict	1	14
10	Care of Individuals – Performs simple food preparation, cleaning	1	10
11	Environment/Working Conditions – Often exposed to highly undesirable working conditions in the form of contact with refuse, waste and toilets	6	50
Total Points			239