



University System of Maryland Job Class Specification

TITLE: HOUSEKEEPER LEAD
FLSA: NONEXEMPT
EEO6: H70
IPEDS-SOC: 37-2011

JOB CODE: N03HKL
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: MNL HSK

APPROVED BY:
Chancellor Donald N. Langenberg

EFFECTIVE DATE: 07/01/1996

JOB SUMMARY

Under general supervision, functions as a lead worker in maintaining building interiors, ensuring cleanliness, orderliness and attractive conditions are maintained in assigned areas. May be required to move furniture and equipment.

PRIMARY DUTIES

1. Leads housekeeping personnel in cleaning assigned areas. Answers questions and demonstrates housekeeping procedures and use of equipment. Monitors work progress and reports to supervisor.
2. Cleans assigned areas by washing furnishings, windows, tile, fixtures, equipment and floors. Vacuums, dusts and polishes specified areas and furnishings. Sanitizes and disinfects bathroom areas.
3. Gathers and transports refuse from assigned areas to appropriate disposal location.
4. Inspects assigned areas and reports physical condition to appropriate personnel regarding repairs, replacements, furnishings and relocation of equipment.
5. Requests cleaning materials and supplies; performs and demonstrates procedures for mixing cleaning solutions according to specifications. Loads and transports service cart with required materials and supplies to designated areas.
6. Operates cleaning equipment such as vacuum cleaners, buffers, and mops.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

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MINIMUM QUALIFICATIONS

EDUCATION:

EXPERIENCE: One year housekeeping experience.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Skill in the use and maintenance of housekeeping tools and equipment. Ability to read, write, and perform arithmetic calculations; to operate assigned tools and housekeeping equipment; to work with chemicals and cleaning solutions; to understand and follow directions; to lift and transport supplies and refuse; to wear and work in personal protective equipment; to provide guidance and training to others.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job.