



**TWIN FALLS COUNTY**  
invites applications for the position of:

# Housekeeper

**SALARY:** \$12.26 Hourly

**OPENING DATE:** 07/15/21

**CLOSING DATE:** 07/22/21 10:00 PM

**POSITION INFORMATION:**

Apply online at [www.twinfallscounty.org](http://www.twinfallscounty.org)

**JOB DESCRIPTION:**

**CLASSIFICATION SUMMARY**

Performs routine custodial and general building cleaning tasks in assigned areas of public buildings; ensures facilities are equipped with essential sanitary supplies. A Housekeeper may be assigned to work at the County West Building or the County Courthouse or other location.

Specific duties of each job may vary by assignment, but the primary purpose of each job is the same. The work is performed independently under the direct supervision of the Housekeeping Supervisor and/or Facilities Manager, depending on assignment. Work is performed in a public building environment and includes use of electrically powered cleaning equipment and cleaning substances that may involve related hazards. Some positions in this class may be assigned shifts or altered schedules to accommodate cleaning needs. Some travel may be involved between job sites so a valid Driver's License is required.

**DUTIES / RESPONSIBILITIES:**

**ESSENTIAL DUTIES AND RESPONSIBILITIES (illustrative only and may vary by assignment)**

- Cleans and maintains facilities in a clean and infection-free condition;
- Maintains supply levels in restrooms, including toilet paper, paper towels, and soap;
- Cleans and sanitizes restroom areas daily, including toilets, sinks, mirrors, privacy dividers, walls and floor areas;
- Vacuums, shampoos and cleans carpets and mats;
- Cleans windows and glass doors;
- Cleans and polishes brass, mirrors, wood, and other special reflective and decorative surfaces;
- Dusts and wet mops floors; Strips and waxes floors;
- Empties and cleans trash and recycle bins;
- Washes walls, windows and surface areas;
- Cleans spills, spot cleans carpets, and removes graffiti as needed;
- Maintains cleaning equipment, machinery and tools in good working order; makes minor repairs or report major repairs needed;
- Utilizes the most appropriate cleaning agent for varied cleaning tasks; may include mixing cleaning agents;
- Transports laundry to jail facilities for washing;
- Keeps immediate supervisor fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Responds to questions and calls for assistance in a courteous and timely manner;

- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Interacts with County employees, customers, visitors and the general public effectively and professionally.

**SECONDARY DUTIES AND RESPONSIBILITIES:**

- Waters and maintains plants inside facilities;
- Keeps office furniture dusted and clean;
- Move office furniture as needed for cleaning purposes;
- Performs other duties as assigned.

**QUALIFICATIONS:****CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty and be successful in the position.

**Knowledge of:**

- Methods, materials, tools and standard practices of cleaning and maintaining public buildings;
- Preparation, use, and disposal of chemical cleaning agents;
- Appropriate use of cleaning agent for varied surface types;
- Safety procedures when cleaning and moving furniture and handling cleaning chemicals.

**Skill and Ability to:**

- Operate powered custodial equipment including, but not limited to, vacuums, strippers, waxers, buffers, shampoo cleaners and power washers;
- Operate hand cleaning equipment including, but not limited to, brooms, dust and wet mops, dust pans, and dusters;
- Communicate effectively with the public and other employees.
- Follow verbal and written instructions.
- Work independently and exercise initiative, with general guidance and supervision.
- Use good judgment to make sound and reasonable decisions and problem-solving skills to respond to customer service needs in accordance with established policies.
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity the performance of assigned tasks and solving problems;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.
- Maintain confidentiality.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

- High school diploma or GED;
- Previous cleaning or building maintenance experience preferred; and
- Some positions will require a Valid Driver's License; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Must successfully pass background investigation relevant to the position and remain in good standing for the duration of employment with the County.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb stairs, climb a ladder, use hands to operate cleaning equipment and tools used in performing the classification, handle materials, and reach with hands and arms.

The employee frequently lifts and/or move up to 25 pounds and, infrequently, up to 50 pounds.

Specific vision abilities required by this classification include close vision, distance vision, color vision peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities required by this classification include those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate and infrequently noisy in the use of some equipment. Some positions require driving to various County buildings/facilities in all weather conditions.

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If you need reasonable accommodation in participating in and/or completing the County's application process, contact Human Resources at (208) 736-4174. For the hearing impaired, please contact Idaho Relay (TTY) at 1-800-377-3529.

Per Idaho Code, Title 65, Chapter 5, Twin Falls County will afford a preference to employment of veterans. If claiming veteran's preference, you must attach or otherwise submit a copy of your DD-214 to your application.

EEO / VETS / DRUG FREE WORKPLACE

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.twinfallscounty.org>

Position #202100060

HOUSEKEEPER

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P.O. Box 126  
Twin Falls, ID 83303  
208-736-4174

[hr@tfco.org](mailto:hr@tfco.org)

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