

**SMG/PEORIA CIVIC CENTER
JOB DESCRIPTION
(Part-time Position)**

JOB TITLE:	Housekeeper	
DEPARTMENT:	Operations	FSLA: Hourly Non-Exempt
REPORTS TO:	Housekeeping Supervisors and Crew Leaders	

POSITION SUMMARY:

Clean assigned areas of the Civic Center.

MAJOR RESPONSIBILITIES:

- Perform cleaning duties as assigned to maintain sanitary and orderly condition that will reflect a positive image of the facility.
- Develop good will for the Civic Center through a well-groomed appearance and a courteous, pleasant and helpful attitude toward fellow employees and the public.
- Use supplies and operate equipment in a safe, effective and proper manner.
- Clean window and door glass.
- Replace light bulbs and clean fixtures in assigned areas.
- Be able to perform heavy lifting.
- Be able to comprehend task assignment sheets, manufacturers' instructional labels and other necessary information.
- Be able to work from stepladders, lift platforms, scaffolding, etc.
- Operate custodial power equipment, such as, but not limited to, floor scrubbing and/or sweeping machines, carpet extracting equipment and window washing unit.
- Return custodial equipment to storage in good operating condition and properly cleaned.
- Report to supervisor any building, maintenance needs when observed.
- Perform other duties as assigned.

WORKING CONDITIONS:

Position requires working varied hours, to include mostly nights, weekends, and holidays. This position is also exposed to adverse conditions including inclement weather, noise, fumes, etc.

This description portrays in general terms the type of work performed and is not intended to be all-inclusive or to represent specific duties of any one employee. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, prior work experience, or on-the-job training.