

MUHLENBERG COLLEGE

ALLENTOWN, PA

Position Title: Housekeeper

Supervisor: Housekeeping Foreman

Classification: Plant Operations

This is routine manual labor associated with the daily cleaning of buildings. Employees on this job classification are under immediate supervision and perform various duties requiring moderate physical strength. Typical routine duties include, but are not limited to dust mopping, sweeping, wet mopping, vacuuming, dusting, polishing furniture, cleaning rest rooms, removing trash and simple operation of basic mechanical cleaning equipment.

Characteristic Duties & Responsibilities:

- A. Police public areas
- B. Dust mops, sweeps, wet mops, buff floors
- C. Vacuum rugs and carpets
- D. Scrub, disinfect and clean rest room fixtures
- E. Replenish supplies in rest rooms
- F. Dust and clean walls, doors, windows, woodwork and other above-floor surfaces
- G. Dust, clean and polish furniture
- H. Clean elevators, stairwells, kitchens and lounges
- I. Police around outside of buildings
- J. Keep simple records and make simple reports
- K. Notify supervisor of equipment and facilities needing repair or replacement
- L. Replace accessible light bulbs
- M. Perform related work as required and instructed

Characteristic Non-Routine Work:

This is manual labor associated with the recurring but non-routine cleaning and maintenance of buildings. Employees will be under immediate supervision and will perform various tasks requiring moderate physical strength. This work is normally of the project-type nature.

- Stripping and refinishing floors
- Scrubbing floors with machines
- Vacuuming furniture and drapes
- Window washing
- Wall washing and vacuuming
- Vent and radiator dusting and washing
- Light fixture dusting and washing
- Waste receptacle washing
- Various duties related to student registration and placement
- Snow and ice shoveling and removal
- Carpet shampooing
- Related work as required and instructed
- Set up rooms for conferences, lectures, special events
- Move furniture

Physical Requirements:

- Frequent carrying and/or lifting of up to 50 pounds
- Full use of all extremities
- Frequent bending/squatting and kneeling
- Occasional lifting of items over 50 pounds, up to 100 pounds
- Constant walking, standing