



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**HOUSEKEEPER II (DCC)**

DATE ADOPTED: 3/1/23

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

This work involves leading and participating in housekeeping activities at the Community College. The incumbent will direct and assist a cleaning crew in both thorough and routine housekeeping and other work activities for the college's facilities. This position will assist the department supervisor in overseeing the cleaning activities during a shift ensuring work is being satisfactorily completed. The work is performed under general supervision of the Housekeeping Supervisor. In the absence of the Housekeeping Supervisor, this position may provide supervision of the Housekeeper I assigned to the shift, part time and/or temporary employees.

**TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level clerical support titles. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Leads and participates in all aspects of floor care utilizing commercial floor care machinery such as auto scrubbers, floor polishers, carpet extractors, buffers, burnishers, floor strippers, commercial vacuum cleaners, and wet/dry vacuums;
2. Leads and participates in all aspects of the disinfection of chairs, tables, desks and other furniture and all high touch surfaces such as handrails, elevator controls, door handles, etc.;
3. Leads and participates in all aspects of the cleaning and disinfection of restrooms daily and weekly;
4. Leads and participates in all aspects of washing windows, walls, woodwork, white boards and similar building components, furnishings and equipment;
5. Leads and participates in all aspects of the changing of light bulbs by first determining the type of bulb, report continuing issue to supervisor for ballast replacement;
6. Leads and participates in all aspects of the disposal of refuse;
7. Leads and participates in all aspects of cleaning and polishing of furniture and stainless steel;
8. Reports any maintenance and/or security issues found during shift to the appropriate department;
9. Leads and participates in all aspects of the set-up and break-down for campus events (inside and outside) including the moving of furniture, required to follow event floor plans, and supporting dining services;
10. Completes work order forms documenting time spent on special events;
11. Participates in on-call and weekend coverage;
12. May provide input into evaluation process for cleaning crew;
13. May participate in the inspection of off-campus facilities for evaluation of contracted cleaning services;
14. Participates in snow and ice control activities.



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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:**

- Good knowledge of building cleaning practices, supplies and equipment;
- Good knowledge of standard safety practices in the cleaning of buildings and use of equipment;
- Working knowledge of housekeeping operations, materials and equipment;
- Skill in operating equipment and tools used in building cleaning;
- Ability to direct the work of subordinate cleaning staff;
- Ability to perform routine manual work;
- Ability to communicate effectively both orally and in writing;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

One (1) year of experience in the cleaning or housekeeping of a large institution.

**SPECIAL REQUIREMENT:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**COUNTY USE ONLY:**

<b>BARGAINING UNIT/GRADE: CSEA/10</b>	<b>JURISDICTIONAL CLASSIFICATION: Non-Competitive/PJC</b>
<b>REVISION HISTORY: 3/1/23 (F.K.A Head Cleaner)</b>	