

Housekeeper

Blaine County has an opening for a Housekeeper. Applicants may pick up a job description and an Application from the Blaine County Human Resource Office on the 3rd floor of the Blaine County Courthouse or from Job Service, in Havre, MT. The job description and application are also available online at www.blainecounty-mt.gov. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **Position is Open Until Filled.**

Blaine County is an Equal Opportunity Employer.

**BLAINE COUNTY
POSITION DESCRIPTION**

POSITION: Housekeeper

DEPARTMENT: Blaine County Maintenance

ACCOUNTABLE TO: Maintenance Supervisor

SUMMARY OF WORK: Performs light cleaning duties to maintain county facilities such as the Blaine County Library (Chinook), Blaine County Museum, Courthouse and Annex, and Road and Bridge Department Shop.

JOB CHARACTERISTICS AND RESPONSIBILITIES:

Blaine County Courthouse

- Operate various mechanized and manual cleaning equipment, such as vacuums, polishers, buffers, dusters, etc., to clean assigned areas. Mop floors; wash walls and woodwork; and dust furniture.
- Clean wash basins, mirrors and commodes daily to ensure facilities remain in a sanitary and infection-free condition.
- Check restrooms and replenish supplies to maintain appropriate standards and provide supplies for facility users.
- Clean all counters and rubber runners.
- Clean fingerprints and smudges on glass, walls, doors, light switches, pop machines, and elevator.
- Spot clean carpet when stained or shampoo when asked to by Supervisor.
- Clean or vacuum stairways and landings daily.
- Responsible for vacuuming all offices, floors, courtrooms and main hallways.
- Wash interior windows, metal and wood, and empty wastebaskets to maintain clean and sanitary conditions.
- Disinfect phones, computers, lights-switches and all surfaces, counters, etc.
- Clean elevator, etc.
- Notify Supervisor on any damages, deficits and disturbances.
- Deal with reasonable complaints/requests with professionalism and patience.

Blaine County Library (Chinook)

- Do all the housekeeping at the Library, as directed by the librarian this includes all the offices, meeting rooms, halls and utility rooms.
- Clean all the bathrooms, including the toilets, sinks, urinal, filling the dispensing machines, towel dispensers, cleaning the mirrors and restocking the toilet papers daily.
- Wash all the walls, windows and frames as needed inside the building.
- Keep all exposed surfaces of the upper and lower cabinets and counters clean.
- Any other housekeeping duties as needed or as requested.
- Disinfect phones, computers, lights-switches and all surfaces, counters, etc.

Annex

- Responsible for the cleaning of the annex, which includes the extension office, Triple E room, and county nurse. This includes all the offices, meeting rooms, halls and utility rooms.
- Clean all the bathrooms, including the toilets, sinks, urinal and filling the dispensing machines, towel dispensers, cleaning the mirrors and restocking the toilet papers daily.
- Wash all the walls, windows and frames inside the building at least once a year or as needed.
- Keep all exposed surfaces of the upper and lower cabinets and counters clean and any other housekeeping duties as needed or as requested by department heads.
- Disinfect phones, computers, lights-switches and all surfaces, counters, etc.

Blaine County Museum

- Clean glass cases daily – make sure there are no smudges, fingerprints, etc.
- Clean all the bathrooms, including the toilets, sinks, urinal and filling the dispensing machines, towel dispensers, cleaning the mirrors and restocking the toilet papers daily.
- Keep all exposed surfaces, cabinets and counters dusted and cleaned.
- Vacuum daily.
- Disinfect phones, computers, lights-switches and all surfaces, counters, etc.

PHYSICAL REQUIRMENTS:

Sitting, standing, walking, driving, climbing ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, and lifting/carrying up to 50 lbs. multiple times per shift.

WORKING CONDITIONS:

Spends time indoors and outdoors, with possibility of exposure to hot or cold temperatures for one (1) hour plus. Possible exposure to distracting/uncomfortable noise levels. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

Work requires the use of cleaning equipment and chemicals such as disinfectants

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work in a safe and efficient manner.

Ability to work with little supervision and maintain a high level of performance.

Working quickly without compromising quality.

May require the ability to operate a computer.

Must possess a valid Driver's License

**Housekeeper
Position Fact Sheet**

Work Week:	Monday – Friday. Modification of work week may occur and is at the discretion of the supervisor(s).
Salary:	\$24.20 per hour; \$50,336.00 annually ***85% is for the first six (6) months: \$20.57/hour ***90% is for months 7 to 12: \$21.78/hour
Health Insurance:	County contributes \$1,450.00 towards insurance. Employees have the option to add family members at employee's expense.
Dental Insurance:	Available at employee's expense
Vision Insurance:	Available at employee's expense
Retirement:	Public Employee Retirement System (PERS) 7.9% Contribution of Employee Wages 9.07% Contribution by County
Vacation Leave:	Employee earns .0577 per hour(s) worked. Eligible for use after 180 days of continuous employment.
Sick Leave:	Employee earns .04615 per hour(s) worked. Eligible for use after 90 days of continuous employment.
Probationary Period:	Twelve (12) Months