

# Brainerd Housing & Redevelopment Authority

## Housekeeper

Status: Full-time, Non Exempt  
Supervisor: Maintenance Supervisor

### Position Summary

Under the general supervision of the maintenance supervisor, the housekeeper conducts all general cleaning required at the North Star Apartments, offices, and other developments, if required. Areas to be cleaned include all common areas, hallways, floor lounges, restrooms, office areas, and apartments during periods of turnover.

### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.*

- Perform general housekeeping responsibilities such as sweeping, mopping, dusting, vacuuming, carpet shampooing, washing windows, cleaning blinds, deodorizing, disinfecting and other related duties.
- Maintain cleanliness of all assigned work areas such as common areas and offices.
- Receive and follow cleaning schedule and understand prioritization of work projects.
- Keep outside building entrance areas clean and free of debris. Empty garbage, sweep hard surface floor, pick up litter, clean benches and tables and empty cigarette containers.
- Clean, wash, sanitize bathroom fixtures in all public and employee restrooms. Fill supplies of toilet paper, paper towels and soap as needed; empty garbage disinfect vanity, mirror, door, walls, toilets, urinal and floors.
- Clean hallways, stairways, elevators and common area balconies as necessary or instructed.
- Keep washers and dryer vents and other laundry room furniture clean; clean behind and under washers and dryers as needed. Assist with the collection of money from change machines.
- Prepare vacant units for maintenance and contractors and thoroughly clean and disinfect unit in preparation for occupancy.
- Utilize cleaning chemicals properly and safely in accordance with guidelines; using protective gear as recommended.
- Report all unsafe/hazardous conditions, defective equipment, etc. to supervisor immediately.
- Deliver notices to residents as needed.
- Willingness to maintain confidentiality and security of residents.
- Machine wash cleaning towels, mop heads and shop towels as needed.
- Assist Caretakers at other sites with unit turns and other duties as needed.
- Maintain inventory of cleaning products, materials, tools and equipment.
- Attend all required training and staff meetings.
- Participate in inspections of HRA properties.
- Other activities as assigned by supervisor.

### Minimum Qualifications

High School diploma or GED, plus a minimum of two years' experience in a position with similar job duties that meet the requirement to successfully accomplish the assigned duties and responsibilities as determined by the executive director. Possession of a valid driver's license and access to reliable transportation.

### Knowledge, Skills and Abilities

- Knowledge and ability to use basic cleaning equipment and machines.
- Ability to read and understand product labels and instructions.
- Knowledge of cleaning and sanitation products, techniques and methods.
- Ability to follow written instructions and take direction from supervisor.
- Ability to prioritize job tasks, work with little supervision and maintain a high level of performance.
- Ability to use a computer and relevant software and at least limited proficiency in Microsoft Office.
- Maintain a positive and professional demeanor toward residents, visitors, co-workers and management.

### Physical Requirements

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

While performing the duties of this job the employee is required to see and hear in the normal range in order to receive detailed information; communicate verbally and in written form to receive and convey detailed and important instructions to others and be understood. If eye or hearing correction is needed, the proper correction needs to be used at work.

Physical demands regularly require using your arms, hands and fingers. Operate tools, equipment or controls. Stooping, bending, kneeling, crouching and crawling. Reaching with hands and arms, pushing, pulling and lifting. Frequently requires standing, walking, climbing or balancing, repetitive motions and occasionally requires sitting. The employee must occasionally lift and/or move more than 50 pounds and frequently up to 30 pounds.

Work requires occasional operating of machines and equipment, exposure to moving mechanical parts, vibration and exposure to risk of electrical shock and frequent exposure to toxic chemicals (cleaning supplies) fumes, odors and airborne particles. Work is performed indoors generally in a mild to moderate noise location. Worker may be required to wear protective gear such as eye, ear and respiratory protection.

***This job description does not constitute an employment agreement or binding contract and is subject to change by the employer as the needs of the employer and requirements of the job change.***