

## **Direct Contract Services, Inc.**

### **General Housekeeper**

#### **Job Description**

The position of General Housekeeper consists of keeping the building and grounds in a clean and orderly condition and perform heavy cleaning duties, such as cleaning floors, detailing restrooms, shampooing rugs, and washing walls and glass. It also consists of performing routine maintenance activities, notifying management of need of repairs, and cleaning all debris/trash from parking grounds.

#### **Tasks**

- Pan floors
- Clean all mirrors & windows with glass cleaner
- Mop
- Spray & wipe down all counter surfaces, sinks, urinals, & fixtures with cleaner/disinfectant
- Vacuuming
- Shampoo carpets
- Scrap gum from under tables & floors
- Empty waste receptacles & sanitary napkin disposal containers
- Wipe all walls and partitions
- Clean & polish all chrome and door frame chromes
- Clean chairs & chair legs
- Clean all baseboards as needed
- Clean all outside grounds
- Wax Floors
- Clean refrigerator & cabinets twice a week in lunch rooms
- Detail offices
- Detail cage
- Brush down tables every night
- Clean and maintain restrooms

#### **Qualifications**

- High School Diploma or 6 months experience in Janitorial/Housekeeping
- Read and Write English
- Ability to lift 50 lbs.
- Must be able to pass Background Check