

VALDOSTA - LOWNDES COUNTY PARKS AND RECREATION AUTHORITY  
JOB DESCRIPTION

JOB TITLE: HOUSEKEEPER  
PARKS DEPARTMENT

**GENERAL STATEMENT OF JOB**

Under regular supervision, performs essential grounds maintenance of the parks and recreational facilities and grounds. Work involves ensuring that the general ascetics of facilities and grounds are attractive and inviting to all participants and attendees at facilities and parks. Reports to a Facility & Grounds Director.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS:**

Performs general maintenance duties on facilities including stripping and waxing floors, etc.

Maintains the cleanliness and sanitary conditions of the restrooms in order to promote personal hygiene and provide operational public facilities.

Uses a variety of tools such as mop, broom, standard office tools, etc.; a variety of supplies such as janitorial supplies, gloves, bleach, disinfectant foam, towels.

Performs facility maintenance such as cleaning toilets, countertops and surfaces, picking up litter and other refuse, replacing trash bags, hauling debris, etc.

Prepares and maintains Park facilities for use by performing duties such as cleaning shelters and park grounds adjacent to reservable spaces, common areas, storage rooms, kitchen areas and restrooms.

Interacts and communicates with various groups and individuals such as Maintenance Supervisor, coworkers, other department heads and staff, and the general public.

Meets and deals with the public in a professional, helpful and pleasant manner. Acts as a good-will ambassador for the Authority Parks at all times. Maintains a professional, cooperative working relationship with other staff members.

Follows Board policies in *Personnel Policies and Procedures Manual*.

Learns and utilizes new skills and information to improve job performance and safety.

Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

Knowledge of or willingness to learn common facility maintenance practices.

Knowledge of or willingness to learn safe cleaning practices.

**ADDITIONAL JOB FUNCTIONS:**

Sets up and breaks down special events.

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Monitors special events.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school diploma or equivalent. Must possess a valid State driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to safely operate a motor vehicle. Must be physically able to exert up to one hundred pounds of force occasionally and/or fifty to one hundred pounds of force frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Must be able to lift and/or carry weights of approximately fifty to one hundred pounds.

**Data Conception:** Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and/or directions to subordinates and receiving direction from supervisor.

**Language Ability:** Requires ability to read a variety of policy and procedure manuals, equipment manuals, instructions, etc. Requires the ability to prepare simple records and forms with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Requires the ability to learn and understand principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide and to determine time.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes using specialized machinery; and to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

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**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has knowledge of the methods, practices, and procedures of housekeeping and general maintenance as they pertain to the performance of duties of the position. Is skilled in independent decision-making, judgment, and discretion as necessary to perform routine and non-routine tasks. Is able to communicate effectively with supervisors, crewmembers, and members of the general public, and all other departments. Is able to read, understand maps, and charts. Is able to, understand and maintain an assortment of records, reports, and logs in an effective manner. Is able to work in extreme weather conditions including smoke, dust, heat, cold, wetness, etc. Has the mathematical ability to handle required calculations. Has knowledge of the established standards of productivity and quality of work to be maintained in the performance of the job. Is able to organize and prioritize daily assignments and work activities. Has knowledge of how to estimate materials and supplies required to complete various tasks. Is skilled or willing to learn the how to properly use equipment and tools used to perform job functions. Is able to learn and utilize new skills and information to improve job performance and safety. Is capable of strenuous manual labor in the performance of skilled tasks. Has comprehensive knowledge of the terminology used within the department.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Authority policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Authority policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Authority policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Authority.

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**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Follows instructions for daily work routine. Follows established priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Completes assigned tasks within the assigned time allotted for each duty. Attends meetings, planning sessions and discussions on time, when requested. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Authority and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**