



MORRISON COUNTY

JOB DESCRIPTION

Job Title: Janitor/Housekeeping
Department: County Administration
Classification: Grade 1
Reports to: Facilities Manager
Supervises: No
Telecommute: Not available
Normal Business hours: Monday – Friday, 8:00 AM – 4:30 PM
Work Shift: Varies
Union: No
FTE Status: 1.0 Full-Time Equivalent
Last Reviewed: 08/2024

Nature of Work:

The Housekeepers provides a variety of services to keep Morrison County facilities clean, safe, and attractive. This position is responsible for ensuring facilities can be used efficiently and effectively and are clean, organized and in good repair.

Communicates with:

Internally – All staff.

Externally – Public.

Supervision:

N/A

Essential Work Functions:

- Cleans offices, bathrooms, courtrooms, hallways, stairways and public areas. Duties include sweeping, mopping, scrubbing, dusting, vacuuming, and replenishing supplies. Washes walls, ceilings doors and sills. Polishes woodwork, brass and windows.
- Manages trash: empties wastebaskets, cleans ashtrays, and transports waste and trash to disposal areas.
- Manages recycling collects recycling and hauls to recycling dumpsters and/or the solid waste recycling center.
- Performs floor care: mops, buffs, strips, and waxes floors.
- Checks and locks building doors.
- Inspects buildings for repairs.
- Moves furniture, equipment, boxes, and other materials.
- Sets up and breaks down meeting rooms.
- Assists with fleet vehicles, transports to car wash or for service.
- Takes inventory of supplies and notifies supervisor of replenishment needs.
- Adheres to the County safety program and policies.
- Provides the public with directions and guidance and is courteous and patient.

Other Work Functions

- Performs related work as required.

Minimum Qualifications of Education and Experience:

- Requires High School diploma or GED.
- Less than one (1) year of similar experience required.
- Ability to pass all position required background(s) and testing(s).

Knowledge, Skills, and Abilities Required:

- Understanding of the organization's goals and objectives.
- Good written, oral, and interpersonal communication skills.
- Highly self-motivated and directed.
- Excellent attention to detail.
- Able to work in a team-oriented, collaborative environment.

Persons with disabilities:

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodation may be available for both essential and non-essential job duties.

Physical Demands and Work Environment:

In compliance with Americans with Disabilities Act, the following represents the Physical and Environmental Demands:

Exposed to:	24% or Less	25% - 49%	50% - 74%	75% or more
Office environment		X		
Sitting, standing			X	
Walking, reaching, pulling		X		
Typing/data entry			X	
Talking, hearing			X	
Close and distance vision		X		
Challenging or threatening behaviors		X		
Hazardous physical conditions			X	
Atmospheric Conditions		X		
Travel		X		
Hazardous materials		X		
Extreme temperatures		X		
Environmental		X		
Heavy (Over 60 pounds of force)		X		
Work with high detail/deadlines		X		

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Board of Commissioners, County Administrator and/or the Department Head retains the discretion to add duties or change the duties of this position at any time.

Morrison County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name: _____

Employee Signature: _____ Date: _____