



LAKE COUNTY GOVERNMENT CENTER

2293 NORTH MAIN STREET

CROWN POINT, IN 46307

(Internal / External)

Department: LAKE COUNTY GOVERNMENT

**Location: Lake County Government Center
2293 North Main Street
Crown Point, IN 46307**

Position: Housekeeping (PT)

Classification: (Part-Time)

FLSA: Non-Exempt

Direct Reports: 0

Reports to: Housekeeping Supervisor

Requirements: Must be 18 yrs. of age, high school diploma or equivalent, prior housekeeping experience preferred. Must be a reliable worker who is able to perform routine tasks without supervision. Must possess a valid motor vehicle license or State ID. Strong attention to detail required. MUST BE ABLE TO PASS A BACKGROUND CHECK.

Purpose of Position/ Summary:

Responsible for helping maintain Lake County buildings and courthouses while assuring the highest degree of quality is being upheld at all times. Report up to the Housekeeping Supervisor who will thoroughly inspect areas and ensure proper cleanliness and provide daily assignments. Apply and maintain standards of hygiene, sanitation and safety procedures. May work evening and/or weekend hours, and respond to emergencies.

Essential Duties/Responsibilities:

- **Apply and maintain standards of personal hygiene, sanitation and safety procedures.**
- **Clean designated areas throughout the complex on a daily basis.**
- **Clean restrooms and replenish supplies.**
- **Empty waste bins and sweep and mop floors.**
- **Dust furniture and wipe off common surfaces.**
- **Clean bodily fluids, when required, following proper safety protocols.**
- **Performs deep cleaning during holiday periods and assist with installation of holiday décor.**
- **Work closely with Housekeeping Supervisor to ensure cleanliness of the facility.**
- **Report any complaints regarding housekeeping/maintenance service and equipment.**
- **Examine building and notify supervisor of areas in need of cleaning.**
- **Assist with set up / tear down of meeting and function spaces.**
- **Properly care for equipment and supplies.**
- **Notify supervisor of broken equipment or anything in need of repair.**

QUALIFICATIONS/EDUCATION REQUIREMENTS:

- **High school diploma or equivalent.**
- **Prior maintenance or housekeeping experience preferred, but not required.**
- **May be required to work evenings.**
- **Ability to maintain flexible work hours, to be called to work on very short notice and to work under changing priorities.**
- **Ability to work with staff and citizens of diverse backgrounds.**
- **Willingness to assist in areas outside of regular job duties, including temporary transfer of position and assignments.**

OTHER DUTIES:

Perform all other duties as required.

PHYSICAL REQUIREMENTS OF THE POSITION:

Must be physically capable of performing duties including lifting up to 50 lbs. Position requires full use of arms, hands, and legs. Be able to bend, walk, and reach overhead.

RESPONSIBILITY FOR SAFEGUARDING ASSETS:

Make sure that supplies are maintained and office spaces are safeguarded when being cleaned.

RESPONSIBILITY FOR RESULTS:

Work should be done on a consistent basis to the satisfaction of supervision, management and those that occupy areas that are to be maintained.

KNOWLEDGE/SKILLS:

Housekeeper will hold a High School Diploma (or its equivalent)

SPECIFIC SKILLS INCLUDE:

Work cohesively with peers, supervisors, staff, and the general public.

All Resumes and applications must be sent to the Lake County Human Resources Department

**Attn: Human Resources
2293 North Main Street
Crown Point, IN 46307**

Applications are located on the 3rd floor of Government Center in Human Resources