Job Title	Housekeeper II	Job Code	31	FLSA	Nonexempt
Job Family	Service Workers		Grade		
Department	Custodial	Created	d Date	8-22-2	016
Reports to	Custodial Services Manager	Revised	d Date		

## **JOB SUMMARY**

The purpose of this job is to perform cleaning and housekeeping tasks and related work as assigned by supervisor. Duties are routine and are performed under general supervision of the Custodial Services Manager.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Cleans and restores all floor types, including wood, vinyl, tile, stone, ceramic, and carpet.
- Operates automatic floor machines such as extractors and scrubbers.
- Applies finishes on hard surface floors.
- Sweeps, scrubs, mops, waxes, and buffs floors.
- Operates buffing machine and other powered cleaning equipment.
- Dusts, cleans, waxes, and polishes furniture, woodwork, and office equipment.
- Polishes metalwork.
- Washes windows and walls.
- Empties and cleans waste receptacles.
- Cleans restrooms to include commodes, urinals, sinks, and mirrors. Cleans break areas to include refrigerators and microwave ovens. Cleans and vacuums carpet.
- Performs related duties and responsibilities as required.

## LEADERSHIP AND SUPERVISORY

- Receives direct supervision from Custodial Services Manager.
- This position does not have supervisory responsibilities.

EDUCATION & EXPERIENCE (including required licenses or certifications)

- High school diploma or equivalent.
- Three years' experience in full-time paid employment performing cleaning and housekeeping duties as described above, two years of which shall have been in the performance of operating automatic floor machines, riding on/walking behind extractors, and application of finishes on hard surface floors.
- Ability to acquire and maintain at least Class 1 Aircraft Operation Area (AOA) driving
  privileges and a badge that provides access to SIDA, sterile areas, and any other secured area
  of Airport property required to perform assigned duties.

## COMPETENCIES

## **Employee Core**

- *Customer Focus* The ability to proactively meet the needs of internal and external customers in order to provide best-in-class customer experiences.
- *Continuous Improvement* The knowledge of goal setting and measuring performance in order to improve processes and procedures.
- *Communication* The ability to express thoughts effectively to encourage productive dialogue and generate useful information.
- Collaboration The ability to work cooperatively with others to build the strength of the team.
- *Commitment* The ability to take personal responsibility due to one's sense of ownership and pride in the Authority.

## Job-Specific Knowledge, Skills & Abilities

- Knowledge of all floor types and methods used to clean and/or restore such surfaces.
- Knowledge of methods and procedures for wet extraction, spotting techniques, and spin bonnet cleaning.
- Understanding of the urgency to respond to service calls/needs without direct supervision.
- Ability to understand and follow schedules and procedures with minimal instruction or supervision.
- Initiative to recognize service needs and act upon them independently.
- Ability to mix and safely use cleaning chemicals according to instructions.
- Knowledge of and ability to use hand and powered cleaning equipment.
- Knowledge of safety procedures.
- Ability to perform duties with a sensitivity to the presence of travelers in the work area.

## **ENVIRONMENT & WORKING CONDITIONS**

- Work is performed both inside the terminal buildings and outside.
- Some workers in this position are employed on the second shift.
- Work is recurring. While specific tasks performed each day may vary, there is little variation in the work. Exceptions are referred to the supervisor for advice.

PHYSICAL DEMANDS (including requirements for travel or working nights/weekends/holidays)

- •Work involves standing, walking, bending, squatting, and kneeling.
- Mush be able to securely grasp and hold materials and equipment with either hand.
- •It is necessary for the employee to frequently lift up to 25 lbs. throughout the shift.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

## \*\*WE ARE AN EQUAL OPPORTUNITY EMPLOYER\*\* EOE, M/F, D/V

# APPLICANT DATA RECORD

All applicants are considered for the applied position without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability (if performance ability coincides with job requirements), or any other legally protected status.

Solely to help us comply with government record keeping, reporting and other legal requirements, we ask that you complete this Applicant Data Record. We appreciate your cooperation. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or your personnel file. Periodic Reports are made to the government on the following information.

YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Position Applied F	or: Housekeeper II		Тс	oday's Date:		
Name						
(Last)	(First)	(MI)	So	ocial Security	Number:	
Address:			Te	elephone Num	nber:	
City	State	Zip	Da	ate of Birth		
Check One:		Male	;			Female
Check one of the	following: (Ethnic	Origin)				
White		Hispanic			American Inc	lian/Alaskan Native
African Ame	erican 🗌	Asian/Pacific	Islander		Other	
Marital Status:		Marri	ied			Single
Referral Source:		ch School	□ Ne	ewspaper		Employment Agency
Walk-In	Friend/Re	elative		Other-Spe	ecify	



# 100 INTERNATIONAL DRIVE SUITE 300 JACKSON, MISSISSIPPI 39208

### **Application For Employment**

(Please Print or Type in Black Ink)

### WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, religion, gender, national origin, age, veteran status, the presence of a non-job related physical or mental condition, handicap, or disability, or any other legally protected status. If you require accommodation or assistance in completing this application or in any stage of the employment process, please let us know.

#### APPLICATION FOR: Housekeeper II

### ADVERTISEMENT PERIOD: 02/27/2019 - 03/13/2019

	P	PERSONAL		
NAME				
(Last)	(First)		(Middle Initial)	
ADDRESS				
(Street Address)	(City)		(State)	(Zip)
HOME PHONE NO. ()	ALTEI	RNATE PHONE NO	). ()	
SOCIAL SECURITY #		EMAIL		
DRIVER LICENSE #	Class	Expiration	State	
When will you be available to begin	if selected for the p	osition?		
Are you available to work shifts?			Yes	No
Are you authorized to work in the U.	S. on an unrestricte	d basis?	Yes	No
(Proof of citizenship or immigration status will	be required upon emplo	yment)		
Have you ever been employed with .	JMAA before?		Yes	No
If yes, give dates				
Have you ever been convicted of a c	crime other than mir	nor traffic violations?	Yes	No
If yes, state nature of offense, when,	where and disposit	tion		
(A conviction will not necessarily disqualify a	n applicant from employi	ment)		
Do you have any relatives presently	employed by the Ja	ickson Municipal Air	port Authority?	Yes
If yes, list names and relationship				

Employment with the Jackson Municipal Airport Authority is contingent upon the ability to be granted and maintain ID/secure media badge as regulated by TSA, and a valid drivers license and motor vehicle report in compliance with JMAA's Drivers Policy. A comprehensive pre-employment background check includes an education/experience investigation, a medical physical exam, a drug/alcohol screen, a motor vehicle report and a fingerprint-based criminal history record check. NAME:

#### **Education & Training**

	High School College/Technic			nnical/Busi	ness	Graduate School							
School Name & Location													
Years Completed													
(Circle)	9	10	11	12	1	2	3	4	1	2	3	4	5
Diploma/Degree (Verification of	Diploma/Degree (Verification of education required)												
Describe Course of Study:													
Describe Specialized Training,	Apprer	nticeships,	Skills, E	xtra-Cur	ricular A	Activities, F	oreign La	nguages:					

#### **Employment Experience**

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Start with your present or last job. If unemployed, start with your immediate past employment. Be specific and complete. Include military service assignments and volunteer activities. Any military service must be documented by providing a DD214 along with this application. Exclude organizational names that indicate race, color, religion, gender, national origin, disabilities or other protected status. Explain any gaps between employments. Failure to explain any gaps in employment will be justification for your disqualification from the selection process. Use additional sheets if necessary.

Your Job Title	Telephone No. ()
Company Name	Employed (Indicate Month, Day and Year)
Address	From To
Name of Supervisor	Annual Salary Start Last
Describe Your Duties	Reason for Leaving
	May We Contact This Employer? Yes $\Box$ No $\Box$
	If No, Please Explain
Full Time Part-Time	

N.	A	M	E:

Your Job Title	Telephone No. ()
Company Name	Employed (Indicate Month, Day and Year)
Address	From To
Name of Supervisor	Annual Salary Start Last
Describe Your Duties	Reason for Leaving
	May We Contact This Employer? Yes No
Full Time   Part-Time	-
Your Job Title	Telephone No. ()
Company Name	Employed (Indicate Month, Day and Year)
Address	From To
Name of Supervisor	Annual Salary Start Last Reason for Leaving
	May We Contact This Employer? Yes 🗌 No 🗌
Full Time   Part-Time	
Your Job Title	Telephone No. ()

Company Name		Employed (Indicate Month, Day and Year)				
Address		From To				
Name of Supervisor		Annual Salary Start Last				
Describe Your Duties		Reason for Leaving				
	. <u></u>					
		May We Contact This Employer? Yes $\Box$ No $\Box$				
		If No, Please Explain				
Full Time	Part-Time					

## Additional Skills

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State any additional information you feel may be helpful to us in considering your application.
Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.

### **Professional References:**

List the name, title, contact information, and relationship of at least three references who are not related to you.

Name	Title	Contact Information	Relationship

#### Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I understand that an investigation of all statements contained in this application for employment will be conducted, to include at a minimum: personal and business references; employment history; education/technical training; and military service. If a conditional offer of employment is extended, I understand that my hiring may be contingent upon successful completion of job-related testing, a medical examination, an alcohol and drug screening, a criminal background investigation, and a motor vehicle report. I understand that for Certified Police Officer positions, a psychological examination is also required. I agree, upon request, to sign all necessary authorization and consent forms.

Signature of Applicant

Date

THIS APPLICATION FORM MUST BE COMPLETED IN FULL, SIGNED AND DATED.



# Jackson Municipal Airport Authority Human Resources Department Post Office Box 98109 Jackson, MS 39298-8109 Fax: (601) 664-3514

## Authorization to Release Employment Information

I hereby authorize the Jackson Municipal Airport Authority to obtain information pertaining to my employment, attendance, performance reports, and disciplinary records from previous or current employers. I hereby authorize release of this information. This release is executed with full knowledge and understanding that the information is for the official use of the Jackson Municipal Airport Authority only as may be necessary in arriving at an employment decision.

I hereby release you, as the custodian of such records, from any and all liability for damages of any kind because of compliance with this authorization, and request you to release the information requested.

Please print all information legibly with black ink.

Full Name

Social Security Number

**Current Address** 

Telephone Number(s)

(Day)

(Evening)

Signature of Applicant

Date