

<i>Job Title</i>	Housekeeper II	<i>Job Code</i>	31	<i>FLSA</i>	Nonexempt
<i>Job Family</i>	Service Workers	<i>Grade</i>			
<i>Department</i>	Custodial	<i>Created Date</i>	8-22-2016		
<i>Reports to</i>	Custodial Services Manager	<i>Revised Date</i>			

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.
- Must 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 For: Housekeeper II	Today's Date:
Name (Last) (First) (MI)	Social Security Number:
Address:	Telephone Number:
City State Zip	Date of Birth
Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other _____	
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single	
Referral Source: <input type="checkbox"/> College/Tech School <input type="checkbox"/> Newspaper <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk-In <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other-Specify _____	

NAME: _____ SOCIAL SECURITY NO.: _____

Education & Training

	High School				College/Technical/Business				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 education required) Describe Course of Study:													
Describe Specialized Training, Apprenticeships, Skills, Extra-Curricular Activities, Foreign Languages:													

Employment Experience

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 <input type="checkbox"/> No <input type="checkbox"/>
	If No, Please Explain _____
Full Time _____	Part-Time _____

NAME: _____ SOCIAL SECURITY NO.: _____

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

If No, Please Explain _____

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 _____

May We Contact This Employer? Yes No

If No, Please Explain _____

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 _____ _____
	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
	If No, Please Explain _____
Full Time _____	Part-Time _____

Additional Skills

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.

