



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HOUSEKEEPER

Job Number: 21001021

Job Code: 14090V230916

Job Group: 1400 - LAUNDRY AND HOUSEKEEPING

Job Established: 11/16/2015

Job Revised: 09/16/2023

Grade: 06 Salary (MIN - MID):

\$10,548-\$15,822 - Hourly

\$1,714.06-\$2,571.08 - 37.5 Hr. Monthly Salary

\$1,828.32-\$2,742.48 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Perform routine housekeeping functions in the cleaning of common areas, dormitories, residences, hospital/nursing home rooms, and/or administrative offices OR performs laundry duties in an institutional laundry facility; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

NONE

EXPERIENCE, TRAINING, OR SKILLS:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Cleans designated areas such as resident living spaces, common areas, and other areas as assigned. Assists with residents as the need arises. Works in laundry as assigned. Performs general cleaning, floor care, washing, sanitizing, polishing furniture/fixtures, waste removal, stocking supplies, and cleaning windows. Ensure that housekeeping supplies are replenished in work areas. Ensures that equipment, tools, and supplies are cleaned and properly stored at the end of each shift. Picks up and sorts soiled laundry. Operates washing machines. Operates a variety of machines in sorting, ironing, pressing, and folding finished laundry. Sews, mends, and repairs damaged laundry. Performs alterations to laundry. Fits and makes items of clothing, linen and other articles for facility. Delivers finished laundry to proper areas. Maintains cleanliness of machines and work areas.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves some lifting.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

May risk exposure to chemicals associated with cleaning supplies or burns in operation of laundry machinery.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.