



City of Eden

120 Paint Rock Street

PO Box 915

Eden, Texas 76837

Off: (325) 869-2211

Fax: (325) 869-5075

Environmental Services

Job Summary:

The Housekeeper/Cleaner will clean, sanitize, and maintain city properties.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Performs general cleaning and sanitizing tasks and services throughout assigned property.
- Uses cleaning cart to transport cleaning supplies.
- Cleans and disinfects all areas in building.
- Washes dishes, utensils, glasses, pots, and pans.
- Wipes and dusts surfaces in rooms and cleans mirrors, windows.
- Vacuums and cleans floors, rugs, furniture, and drapes.
- Mops and cleans floors.
- Stocks supplies in all areas as necessary.
- Picks up and empties trash containers.
- Notifies appropriate parties if something is not working properly.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Detail-oriented and thorough.
- Ability to remain discreet and respect the privacy of staff, customers.
- Sufficient ability to read, write, speak, understand, and communicate in English to complete work efficiently, effectively, and courteously.

Education and Experience:

- Education sufficient to read, write, and speak as needed for the job.

Physical Requirements:

- Prolonged periods standing and walking and frequently pulling, pushing, and bending.
- Must be able to lift and carry up to 50 pounds at times.