**JOB DESCRIPTION**

**POSITION:** ENVIRONMENTAL SERVICES TECHNICIAN (Utility Housekeeper)

**SERVICE AREA:** HOUSEKEEPING

**DIRECT SUPERVISOR:** HOUSEKEEPING MANAGER

**MINIMUM QUALIFICATIONS**
- Must be at least 21 years old
- Must have a valid Missouri or Kansas State I.D.
- Must have a social security card
- Must be able to perform basic cleaning duties, which will include walking, standing and lifting.

This is a full-time housekeeping position which primarily involves cleaning offices and common areas.

**JOB DUTIES**
- Receive and follow cleaning assignments as directed.
- Cleans assigned office and common areas.
- Clean up after accidents or abnormal spills when asked to do so (this may be anywhere in the building).
- Report damage or abuse of property, maintenance concerns, and any fire or safety hazards.
- Clean and store all equipment and supplies.

This job description is not intended to be all-inclusive and the employee will be expected to perform other reasonably related duties as assigned by immediate supervisor or other management personnel as required. This organization reserves the right to revise or change job tasks and responsibilities.