

2. Positions Available

\$ 12.00 hr Part-time



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Centennial Training Center (CTC) Fort Carson, Colorado

Housekeeping

Overview:

The housekeeper promotes sanitary conditions which prevent the spread of infection and odors. She/he may be required to perform tasks, which involve exposure to visible blood contamination or reasonably anticipated blood contamination. The housekeeper must follow the required procedures for handling, cleaning, disposing, or moving of objects/materials and/or the clean-up of blood, infectious materials, or body fluids containing blood in accordance with the OSHA Blood-borne Pathogen Standard or SRM Policies and Procedures.

Physical Requirements:

This position demands good physical and mental health. The housekeeper will be required to lift, carry, walk, sit, push, pull and work a flexible schedule, must be able to move continuously during work hours and able to lift and/or carry 50 to 75 pounds.

Duties:

Basic cleaning and straightening of the billeting rooms shall occur. Housekeeping staff shall perform daily and weekly cleaning tasks in the break-room, lobby, corridors, and the student lounge area. Additional 'as needed' tasks, less frequent cleaning tasks, and amplified cleaning instructions are detailed below:

- **Remove Trash & Recyclables:** All wastebaskets and recycle containers shall be emptied, cleaned and returned to their original position every Wednesday and Sunday. Trash and recyclables removed shall be emptied in the outside collection point (trash and recycle dumpsters) using larger, wheeled collection bins.
- **Vacuum, Cleaning, and Spot Treatment of Carpets and Upholstery:** Vacuum the entire carpet area so that all visible litter and soil is removed. Where it is necessary, office furniture, wastebaskets, and easily moved items shall be moved to vacuum underneath. These items shall be returned to their original location after vacuuming is complete.
- **Emergency cleaning of certain areas necessitated by inadvertent spills on the carpet (no matter how large an area) shall be done immediately.** Spills shall be cleaned with cold water immediately so stains will not set in carpet fibers. If carpets cannot be cleaned to standards from a recent spill. Immediately report the incident to the CTC Housing Manager on a Maintenance Request Form. Report all carpet tears, burns, and raveling immediately.
- **Sweep, Vacuum, Mop Floor:** The entire floor surface including corners and abutments shall be swept free of litter, dust, dry dirt and other types of debris. Moveable items shall be moved in order to sweep underneath and then returned to their original

location. At least annually in September, all carpets and rugs will be shampooed according to applicable Green Seal standards.

- **Spot Clean Floor:** Small, easily removed spots or stain, such as oil spots, shall be removed immediately as discovered. Using a wet mop with scrubbing pad or machine with scrubbing pad, whichever is practicable. Some debris may be removed by razor blade scraping, if necessary.
- **Dusting:** Dusting shall be accomplished as needed, but no less than every 30 calendar days from the start of the resulting contract. Using lightly treated cloth, lightly-treated hand-held dusting tool, lamb's wool duster, tank vacuum with dusting attachments, radiator brush or a combination of these dusting tools to remove all dust, lint, litter, dry soil, etc., from all surfaces of baseboards, walls, cabinets, light fixtures, HVAC supply and return ducts, horizontal ledges, windowsills, blinds and other items above the floor surface.
- **Glass Cleaning:** This includes the cleaning of all exposed glass surfaces, which are not an integral part of the exterior walls of the building. All Lucite, plastic or any transparent materials used shall be considered glass. Using a free-rinsing detergent to clean glass on doors and glass partitions. All Lucite, plastic or any transparent material shall be cleaned with appropriate cleaning compound for the material. Cleaned glass shall be free of residue, smears and streaks. All adjacent sills, frames, ledges, etc., shall be wiped clean with a damp cloth if they are soiled or smeared by spillage during the glass cleaning process. Report all broken or missing glass immediately to the CTC Housing Manager.
- **Drinking Fountains:** Report leaking, broken or stopped-up and overflowing fountains immediately. Disinfect all porcelain and polished metal surfaces to include orifice and drain and the connecting plumbing. The entire fountain and surrounding area shall be free from streaks, dust, stains, mineral deposits, spots and all obvious soil.
- **Spot Cleaning Walls and Doors:** As needed, remove smudges, fingerprints, black marks and splashes from all washable surfaces of walls and doors. Door closures, hinges, stoppers and other metal surfaces shall be kept clean of all soil and excessive dirty oil and grime. Report defects or damages to walls or doors immediately.

Print Name: _____

Employee Signature: _____

Date: _____