**ROBESON COUNTY DEPARTMENT OF SOCIAL SERVICES**

**JOB ANNOUNCEMENT**

**Housekeeper**

**DESCRIPTION OF DUTIES:**  This position is assigned to the Administrative Unit which serves the entire agency.  The position must maintain a clean and safe facility/environment for staff and customers.  The essential duties are:  Cleaning restrooms, conference rooms, offices and waiting rooms/areas.  Employee also performs other duties such as cleaning windows, blinds, light fixtures, sweeps, mops, and vacuums floor surface areas, hallways, sidewalks and entry ways.  Waxes and buffs wood and tile floors and empties trash receptacles.  Employee may perform physically strenuous activities such as moving furniture, equipment and supplies.

**KNOWLEDGE, SKILLS AND ABILITIES:**  General knowledge of cleaning procedures.  Ability to follow instructions.  Ability to perform medium to heavy physical work and to perform a great deal of walking, bending, lifting, stooping and climbing.  Ability to perform independently and efficiently.

**MINIMUM EDUCATION AND EXPERIENCE:** Graduation from high school and preferably one year of housekeeping experience.

**APPLICATION PROCESS:**Interested applicants must contact Division Workforce Solutions at 289 Corporate Drive Suite B, Lumberton, NC 28358 by 5:00 p.m. on April 2, 2021 for a referral.  **Please submit an original N.C. State Application (PD-107) with the referral.**  Applicants not referred by DWS will not be considered.  A review of qualifications, employment history and criminal history will determine who is selected for a structured interview.  Applicant selected will be scheduled for drug testing.  In-house applicants submit application to Tammy Kitson.

**SALARY:**  $23,601.14          **GRADE:**  59

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**Robeson County Department of Social Services is an Equal Opportunity/Affirmative Action Employer.**