

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 3004000**

**Housekeeper, Grade 7**

Brief Description of Class

Housekeepers perform a variety of cleaning and housekeeping tasks and supervise lower-level staff responsible for the cleaning and upkeep of buildings or other assigned areas in State facilities, including living, treatment, classroom, and/or administrative work areas.

Positions are primarily classified in the Department of Health's Helen Hayes Hospital and Veterans' Homes, Office of Addiction Services and Supports, Office of Mental Health, Office for People With Developmental Disabilities, and State University of New York (SUNY).

Distinguishing Characteristics

*Housekeeper:* supervisory level; under the direction of a higher-level housekeeper, maintenance, or administrative position, functions as a working supervisor; performs a variety of cleaning and housekeeping tasks; supervises a group of lower-level cleaning staff, including several Cleaner positions; and may serve as the household manager of a SUNY campus president's residence.

Related Classes

Cleaners perform a variety of routine cleaning tasks for assigned areas in State buildings, and surrounding grounds and sidewalks.

Janitors perform a variety of cleaning and unskilled maintenance tasks in State buildings, and surrounding grounds and sidewalks; and supervise lower-level cleaning staff.

Illustrative Tasks

*Housekeeper*

Performs a variety of cleaning and housekeeping tasks in assigned areas.

- Collects and removes waste, and hazardous or misplaced items from floors, furniture, and equipment; and disposes or places them in appropriate receptacles and locations.
- Washes floors, corridors, stairwells, walls, partitions, and windows from the inside of buildings using mops, detergents, brushes, and other cleaning devices.
- Vacuums, strips and waxes floors, and shampoos carpets using manual or mechanical equipment.
- Scrubs and cleans restrooms and/or showers, using hand-operated equipment and cleaning agents.
- Replaces light bulbs, and dusts or washes light fixtures and high places, such as ceilings, using ladders, other appropriate equipment, and tools.
- Polishes wood and metal surfaces, fixtures, furniture, and equipment.
- May perform routine laundry tasks and change bed linens.
- Requisitions and dispenses linens, household supplies, and equipment; and maintains and monitors inventories.
- Reports and recommends the repair or replacement of damaged furniture, building fixtures, and household equipment to supervisor.

Supervises a group of a lower-level cleaning staff.

- Assigns tasks; provides instructions and assistance; demonstrates proper cleaning procedures; reviews work in progress and upon completion; monitors time and attendance; and evaluates performance.

In addition to performing the above tasks, when classified to function as the household manager of a SUNY campus president's residence, plans and prepares meals; washes laundry; changes bed linens; and assists in event planning and preparation.

### Minimum Qualifications

#### *Housekeeper*

Non-Competitive: must be physically able to perform the tasks of the position and communicate orally and in writing to exchange information.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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