

Code: 4563

Title: HOMEMAKER

SUMMARY: Provides safe and sanitary living conditions for ill or disabled individuals in the community by performing routine and basic housekeeping tasks.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Vacuums, sweeps and dusts rooms and furnishings;  
Cleans kitchen and bathrooms including appliances, fixtures, tile, trim and mirrors;  
Washes, dries and puts away dishes and utensils;  
Washes floors, windows, and walls;  
Makes beds, removes and replaces dirty linens;  
Empties trash and waste baskets;  
Washes, dries and folds laundry;  
Prepares simple meals or snacks;  
Shops for and stores foods, medicines, and household supplies.

KNOWLEDGE & SKILLS:

Knowledge of:

- housekeeping and home safety practices;
- the use of common household appliances, cleaning chemicals and work tools.

Skill in:

- operating common household equipment;
- following simple oral or written instructions;
- performing manual cleaning tasks.

MINIMUM QUALIFICATIONS:

Any combination of training and experience which demonstrates the minimum knowledge and skills.

OTHER REQUIREMENTS:

Licenses and Certificates: A Class D Arizona Driver's License may be required at time of appointment.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.