



**DBA VALUE AUTO AUCTION**

## **Position Description**

**Job Title:** Housekeeping

**Job Code:** 635

**Salary Grade:** *TBD*

**Department:** Housekeeping

**Reports To:** Facilities Supervisor

**FLSA Status:** Non-Exempt

**Date:** September 25, 2023

**Summary:** Responsible for maintaining cleanliness of all offices, lot/bays and grounds while assisting customers, visitors, and employees with questions relating to Value Auto Auction.

### **Duties and Responsibilities:**

1. Maintains cleanliness of all auction bays and assists with lane cleaning if needed.
2. Maintains cleanliness of all restrooms and offices.
3. Maintains cleanliness of garage restrooms and offices.
4. Maintains refuse containers in all offices, lanes, and restrooms.
5. Vacuum, sweep, wash windows, mop and, operate floor scrubber
6. Maintains and cleans soda fountain.
7. Ordering cleaning supplies.
8. Performs other related duties as assigned.

### **Knowledge, Skills, and Abilities Required at Time of Hire:**

1. Exceptional verbal and written communication skills; ability to express information clearly.
2. Conducts work in a timely manner, with the ability to prioritize; reduces inefficiencies and enhances effectiveness.
3. Ability to work independently as well as in a group setting.
4. Ability to troubleshoot problems, evaluate options and implement solutions.
5. Ability to analyze information and make effective decisions.
6. Dedicated to providing exceptional customer service; interacts with people in a professional manner and uses good etiquette.
7. Conflict resolution skills.
8. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

### **Certificates and Licenses:**

- A Valid driver's license is required of every Value Auto Auction employee, along with an insurable driving record.

**Education and Experience:**

High School Diploma or general education degree (GED) along with one-year related experience or training; or equivalent combination of education and experience.

**Job Context:**

1. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands, reach with hands and arms, and talk or hear.
3. Uses following tools, leaf blower, snow blower, jump box, pressure washer/wash truck, floor scrubber.
4. Occasionally lifts up to 30 pounds.
5. The noise level in the work environment can be moderate to loud because of the close proximities of running vehicles and cleaning machines.
6. These tasks are performed Monday, Tuesday, Wednesday, Thursday, and Friday.
7. Exposure to extreme conditions in outdoor weather while working on company grounds and with vehicles.

**Performance Indicators:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acceptance of Responsibility:**

I, \_\_\_\_\_ have reviewed the above job description and fully understand the conditions set forth therein, and as employed as the \_\_\_\_\_, I will perform these duties to the best of my knowledge and abilities.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date