



City North Bonneville

P.O. Box 7

North Bonneville, WA 98639

(509)427-8182

PT Housekeeping – City Hall + Fire Hall

Hours of Work: Cleaning each site 2x weekly four 2 hours. Ideally Tuesday and Thursday between 8am and 5pm- though there is flexibility. 8 hours weekly with additional hours as needed for deep cleans.

Salary: \$20.00

Supervisor: Mayor, City Clerk

Union – Overtime Eligibility: No – FLSA Exempt

Essential Functions

- Cleaning of City Hall + Fire Hall, including but not limited to; bathrooms, lobby, office spaces, kitchen.
- Sweeping, mopping, vacuuming, window washing, sanitizing, cleaning toilets/sinks, handles and light switches, desk, counter, and chamber surfaces, kitchen surfaces and dishes, dusting, empty garbage.
- City Hall + Fire Hall exterior cleaning, including but not limited to; weed eating, sweeping, leaf blowing, and windows.
- Performs other duties as required.
- Occasional deep cleans- including baseboards, blinds, behind doors, and corners.

Work Environment: Work is performed indoors and outdoors.

Knowledge, Skills and Abilities

- Ability to exercise sound independent judgment and work with minimum supervision.
- Ability to establish and maintain effective working relationships with the city council, elected officials, government agencies, other employees and the public.
- Ability to maintain excellent attendance
- Ability to communicate, read, write and understand English at a level necessary to perform the job requirements efficiently.
- Ability to pass a background check.

Education and Experience

Knowledge of cleaning supplies and duties.

Other Requirements

Ability to lift up to 30lbs., lift, bend, squat, climb ladders, stand for up to 5 hours, scrub, etc.