

STATE OF DELAWARE
EXECUTIVE HOUSEKEEPER
GOVERNOR'S STAFF
PHYSICAL REQUIREMENTS

Job Title: Executive Housekeeper
Department: Office of Management and Budget (OMB)
Division: Governor's Staff
Class Codes: MCAC02
BP #: 1979

JOB DESCRIPTION: The Executive Housekeeper is a housekeeping position on the Governor's Staff responsible for maintaining a clean and sanitary household, providing laundry services, assisting with meal preparation, serving meals and refreshments, handling valet responsibilities for guests of the Governor, ordering and maintaining an inventory of various supplies and performing an assortment of tasks at the request of the Governor.

JOB SPECIFIC REQUIREMENTS: Must be able to follow directions and safely operate various equipment and machinery including, but not limited to, cargo and personnel vans, laundry equipment, vacuum cleaners and other items. Some functions/equipment may need to be performed in various weather conditions.

JOB CLASSIFICATION: This job is classified as "light" as it occasionally requires exerting 65 pounds of force to perform the various functions involved in the operation and maintenance of the Governor's residence and guest house.

PHYSICAL JOB REQUIREMENTS:

To receive consideration for this position the Executive Housekeeper for the Governor must be able to perform the following essential physical job functions daily:

- The physical ability to stand and or walk continuously.
- The physical ability to operate motor vehicles (vans and minivans) for up to 2 hours per day.
- The physical ability to climb, balance, bend/stoop, and kneel continuously.
- The physical ability to occasionally climb on a ladder to heights in excess of 12'.
- The physical ability to frequently crouch, push/pull, squat and work above the shoulders during the performance of the daily job routine.
- The physical ability to use both hands for continuous grasping, fine manipulation and occasional fingering.

- The physical ability to continuously carry up to 50 pounds of weight both on flat surfaces and up and down stairs for distances of up to 150 feet.
- The physical ability to occasionally carry between 50 and 65 pounds of weight both on flat surfaces and up and down stairs for distances up to 150 feet.
- The physical ability to occasionally lift up to 65 pounds of weight between the floor and waist, occasionally from the waist to above the shoulder. This weight will be constituted by the following items, but not limited to them: furniture, folding tables, trash bags, bulk food, cleaning and paper supplies, cases of bottled water, etc.
- The physical ability to occasionally push/pull various items such as bulk food, paper and cleaning supplies, cases of bottled water, trash bags and containers, furniture and folding tables weighing up to 65 pounds distances of between 3' and 150'.
- The physical ability to work at heights and on uneven surfaces frequently.
- The physical ability to work outdoors in all temperatures and weather conditions when required by events at the residence.
- The physical ability to tolerate any required personal protective equipment such as gloves, safety glasses, safety belts and other protective equipment deemed appropriate on a continuous basis.

CERTIFICATION

I hereby certify that I have read and understand the above physical requirements of the Executive Housekeeper for the Governor’s Staff. I have also been given the opportunity to ask any questions I may have regarding the physical demands required of this position. I further understand that if I am offered this position, I will be required to take a functional capabilities evaluation (FCE) to determine if I can safely perform the required tasks without risk to myself or others.

PRINTED NAME _____

SIGNATURE _____ DATE: _____

08/15/07