



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 7001

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**HOUSEKEEPER - GOVERNOR'S RESIDENCE**

GRADE D

**SCOPE OF WORK:**

Work involves activities associated with maintaining the Governor's Residence in a clean and presentable manner. Work is performed under general supervision of the Governor's Residence Manager in accordance with policies and standards set by the Facility Management Division of the Office of Management and Budget.

**DUTIES PERFORMED:**

- Vacuum, mop, scrub, and spot-clean floor surfaces.
- Collect and dispose of waste paper and other waste products.
- Dust and polish furniture, fixtures, and other furnishings.
- Clean and sanitize bathroom fixtures.
- Wash windows, walls, and woodwork.
- Wash, iron, sew, and mend clothing and household linens.
- Participate in the preparation and serving of food for special dinners, receptions, or social events held at the Residence.
- Organize and prioritize work activities as event schedules dictate.
- Maintain appropriate supplies in storage area and restrooms.
- Maintain a high level of confidentiality; ensure the security and safekeeping of property and materials in the Residence.
- May perform other duties associated with maintaining the Residence.

**NOTE:** The duties listed are not intended to be all inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires high school graduation and two years of work experience performing duties similar in nature and complexity to those to be performed.

Eff. Date: 10/74

Rev. 04/86 – Revised minimum qualifications

Rev. 03/00 – Word processing conversion

Rev. 02/01 – Updated duty and minimum qualifications statements

Rev: 07/12 – Conversion to Hay System