

County of Santa Cruz

INVITES YOU TO APPLY FOR:



HOUSEKEEPER

Supplemental Questionnaire Required

Open and Promotional

Job # 25-FC3-01

Salary: \$4,163 – 5,216 / Month

Closing Date: Monday, November 10, 2025

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under general supervision, order, sort and track inventory and cleaning supplies; issue clothing, bedding, linens, and daily hygiene items; mend and launder clothing and linens; perform various household cleaning tasks throughout the facility, including living units, classrooms, recreation areas, kitchen, dining room, restrooms and grounds of the property; and complete other work as required. **This single position class works in Juvenile Hall. The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities listed below is qualifying.

Special Requirements: Candidates are subject to the State of California Board of State and Community Corrections Title 15 – Minimum Standards for Juvenile Facilities and must pass a preemployment medical evaluation and physical examination that meet the requirements of Title 15, Article 3.

Knowledge: Working knowledge of sewing and mending methods and materials and operation of simple sewing machines; washing methods for various materials and proper use of washers and dryers; and materials and techniques used in household cleaning.

Ability to: Maintain inventories on items issued and received; follow written and oral directions; command respect and work cooperatively with children; mend and sew clothing and bedding; operate a small sewing machine; and operate a washer and dryer.



THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Human Resources Department, 701 Ocean Street, Suite 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Human Resources Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

HOUSEKEEPER – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe in detail your experience performing the tasks listed below. For each, include the name of employer(s) and be specific about the amount of time you spent on each task (ie: never; once or twice monthly; weekly; several times a week; daily).

- Preparing blankets, sheets and towels for transportation to commercial laundry.
- Sorting, counting, storing, and issuing clothing, linens, personal hygiene and disposable household supplies.
- Maintaining inventory and ordering clothing and household supplies.
- Operating a sewing machine to mend clothing, bedding and linens.
- Cleaning toilets, sinks, showers, and windows.
- Cleaning of kitchen and dining rooms after meals are prepared and served.
- Housekeeping tasks such as mopping floors, washing walls, collecting and sorting linens, bedding and clothing.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com