



Housekeeper—County Fair

Department: County Fair
FLSA Designation: Non-Exempt

Pay Grade: 11
Effective Date: 06.2026

Job Summary

The primary function of this position is to maintain the cleanliness, appearance, and operational readiness of Canyon County Fair facilities, including The Center, Fair Building, and Fairgrounds facilities. This position performs routine custodial duties while providing operational support for year-round facility rentals, community events, and the annual Canyon County Fair. Responsibilities include event setup and teardown, facility preparation, equipment movement, and assisting the Fair Maintenance Technician in maintaining safe, clean, and welcoming facilities.

Work is performed independently under the supervision of the Fair Director or designee. The position requires flexibility to work evenings, weekends, holidays, and Fair operations as needed.

Key Responsibilities:

- **General Custodial Duties**
 - Perform general, daily routine custodial duties: dusting, mopping, vacuuming, cleaning restrooms, ensuring proper sanitation, and restocking paper and soap supplies
 - Strip and wax floors and shampoo carpets on a regular maintenance schedule
 - Empty trash receptacles, dispose of trash into dumpsters
 - Clean and polish brass, mirrors, wood, and other special reflective and decorative surfaces
 - Wash walls, windows and surface areas
 - Clean spills, spot clean carpets and remove graffiti
- **Event Support**
 - Assists with setup and teardown for meetings, trade shows, banquets, livestock events, concerts, sporting events, and community events
 - Sets up tables, chairs, signage, and other event equipment
 - Assists renters, vendors, exhibitors, and event organizers with operational needs during events
 - Monitors facilities during events to ensure safety, cleanliness, and compliance with facility policies
 - Responds to operational issues and customer service requests during events and Fair operations
 - Assists with traffic flow, vendor access, deliveries, and facility logistics during events and Fair
 - Supports Fair operations before, during, and after the annual Canyon County Fair
- **Equipment Maintenance**
 - Perform routine maintenance to custodial equipment and supplies as required
- **General Maintenance and Repairs**
 - Perform general maintenance and minor repairs inside buildings as required
- **Other Duties**
 - May monitor and assign tasks to community service workers
 - Perform all work duties and activities following county policies, procedures, and safety practices
 - Perform other related duties as assigned

Qualifications

Skills and Abilities:

- Knowledge of methods, materials, tools, and standard practices for cleaning and maintaining public buildings
- Expertise in the preparation and appropriate use of cleaning agents on varied surface types, including proper disposal of chemical cleaning agents
- Familiarity with industry methods and practices of floor care such as hot water carpet extraction, mechanical and chemical stripping of waxed floors, and spot cleaning
- Work cooperatively and constructively with colleagues and the public to deliver high-quality service
- Communicate effectively with the public and other employees
- Ability to follow written and oral instructions with accuracy and consistency
- Work independently with minimal supervision
- Operate powered custodial equipment, including vacuums, strippers, buffers, auto-scrubbers, water extraction machinery, and power washers
- Ability to become certified in proper techniques and methods in safe handling and disposal of blood-borne pathogens
- Utilize hand-cleaning tools such as brooms, dust and wet mops, dust pans, and dusters
- Lift and manipulate objects safely and climb ladders as needed

Special Qualifications

- Ability to obtain certification in carpet cleaning using approved CRI (Carpet and Rug Institute) methods and procedures
- Valid Idaho driver's license and ability to operate a motor vehicle
- Must successfully complete a background investigation through the National Crime Information Center (NCIC)

Education and Experience

- High School Diploma or GED equivalency is required
- Equivalent combination of experience and training may be considered

Essential Physical Abilities

- Clear speech with or without an accommodation, to effectively convey detailed or important instructions or ideas accurately, loudly and/or quickly
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear normal conversations and receive ordinary information
- Visual acuity, with or without an accommodation, to read instructions, review and organize documents
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks
- Ability to lift 25 lbs.

Disclaimer:

To perform this job successfully, an individual must be able to perform the primary job responsibilities satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

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