



**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: September 22, 2025

Re: **Notice of Proposed Classification Actions – Final Notice No. 7 FY 2025/2026 (copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective September 22, 2025.

Carol Isen  
Human Resources Director

by:

---

Steve Ponder  
Classification and Compensation Director  
Human Resources

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Operations  
Carol Isen, DHR  
Sandra Eng, CSC  
Erik Rapoport, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY  
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

**Posting No:** 7  
**Fiscal Year:** 2025/2026  
**Posted Date:** 09/15/2025  
**Reposted Date:** N/A

**AMEND THE FOLLOWING JOB SPECIFICATION(S):**  
**(Job specification(s) attached)**

Item #	Job Code	Title	Bargaining Unit
1	2706	Housekeeper/Food Service Cleaner	0025

**Protests on an item should be addressed to the Human Resources Director** and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to [DHR.ClassificationActionPostings@sfgov.org](mailto:DHR.ClassificationActionPostings@sfgov.org). All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
DHR – Client Services Unit  
DHR – Employee Relations Unit  
DHR – Recruitment and Assessment Unit  
DHR – Client Services Operations  
Carol Isen, DHR  
Sandra Eng, CSC  
Erik Rapoport, SFERS  
Theresa Kao, Controller/ Budget Division  
E-File

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Housekeeper/Food Service Cleaner  
Job Code: 2706**

**DEFINITION**

Under general supervision, performs a variety of cleaning and housekeeping duties in connection with the maintenance of quarters for interns, physicians, nurses, student nurses, lodgers at Hetch Hetchy project, and others; or performs a variety of cleaning duties in connection with Airport food courts.

**DISTINGUISHING FEATURES**

The Housekeeper/Food Service Cleaner is distinguished from the 2708 Custodian class in that the latter performs heavier cleaning tasks and cleans and maintains large areas.

**SUPERVISION EXERCISED**

None

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.*

1. Sweeps and mops floors.
2. Replenishes supplies, as needed.
3. Assists in stripping and waxing floors.
4. Cleans, dusts, and polishes furniture and empties trash receptacles.
5. Moves and cleans tables and chairs as needed; removes used trays, dishes and food from table; keeps trays in order for distribution.
6. Operates commercial dishwashers and trash compactors.
7. Uses and reads Material Safety Data Sheet (MSDS), Safety Data Sheet (SDS) and chemical solutions.
8. Provides information and assistance to the general public.
9. Ensures waste is disposed of according to recycling procedures.
10. Performs related duties and responsibilities as assigned.

When assigned to quarters at Hetch Hetchy:

1. Changes bed linens, makes beds, and launders soiled linens.
2. Washes toilets, bathtubs and shower stalls daily; washes, stoves, refrigerators and sinks in kitchens; washes shelves, cleans cupboards, dishes, pots and pans; cleans inside windows and blinds.
3. Assists in the preparation and serving of meals.

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Housekeeper/Food Service Cleaner  
Job Code: 2706**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: methods, materials, and supplies used in cleaning and housekeeping work.

Ability or Skill to: Ability to: perform repetitive manual cleaning tasks without continuous supervision; follow oral and written instructions; establish and maintain effective and cooperative working relationships.

Skill in: the use of electric cleaning appliances; assisting in food preparation; interacting courteously and effectively with facility residents, customers, and personnel at assigned work location.

**MINIMUM QUALIFICATIONS**

*These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.*

Education:

None

Experience:

One (1) year of verifiable experience in cleaning at a food court or restaurant; OR

One (1) year of verifiable experience in general cleaning and housekeeping at a government or private institutional facility (such as schools, libraries, hospitals, airports, etc.) or a large commercial facility (such as stadiums, auditoriums, arenas, hotels, etc.).

License and Certification:

For positions at Hetch Hetchy:

Food Safety Sanitation Certificate is required within 30 days of appointment. AND

Possession of a valid California Driver's License is required. Positions at Hetch Hetchy will be required to drive in inclement weather and on mountain roads.

Substitution:

**SUPPLEMENTAL INFORMATION**

The nature of the work requires sustained physical effort involving continuous light work and occasional heavy work in moving or lifting furniture and equipment, with some exposure to accident and injury hazard and disagreeable elements; ability to lift and move up to 50 pounds. Employee must be willing to work day, swing or graveyard shifts which may include weekends and holidays.

Some positions at Hetch Hetchy may be required to work at guest facilities and bunk houses located in remote areas, requiring incumbents to stay several days or weeks at a time.

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Housekeeper/Food Service Cleaner  
Job Code: 2706**

**PROMOTIVE LINES**

**ORIGINATION DATE:**

**AMENDED DATE:** 7/28/2000; 4/15/2015; 9/22/2025

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN SFMTA