

Class Concept

Work in this class involves being responsible for planning, implementing, and administering a housekeeping program, typically staffed with several Housekeeping Supervisors. Position is administratively and technically responsible for the overall operation of the housekeeping program for the facility. Duties include ensuring program mission and goals are being met; operating within an assigned budget and determining needed expenditures; establishing short and long-range cleaning needs for the facility; ensuring effectiveness in assignment of staff and procurement of sufficient equipment and supplies; and having significant input on new hires, dismissals, disciplinary actions, and the ranking of staff for annual merits.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of large housekeeping program management.
- Considerable knowledge of cleaning techniques and products.
- Considerable knowledge of purchasing procedures and practices.
- Ability to plan, develop and implement a large functional housekeeping program.
- Ability to plan and implement necessary staff training programs.
- Ability to prepare and maintain required records, reports, and budget information.
- Ability to establish and maintain rapport with agency management staff and subordinates.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution with major emphasis on coursework in business administration or other related field, and two years of supervisory experience in housekeeping; or an equivalent combination of education and experience.