

### Class Concept

Work in this class involves the supervision of a group of Housekeeper positions engaged in housekeeping and minor maintenance activities within an assigned area of a State facility. Work involves planning and scheduling work, determining and meeting training needs of staff, and determining labor or material needs for work assignments. Duties may include the responsibility for equipment upkeep and for maintaining a sufficient inventory of supplies. Duties involve planning a steady workflow and making suggestions relative to maintaining standards of cleanliness and quantity of production. Initiative is utilized in maintaining quality standards in dealing with non-routine cleaning. Work may be performed under administrative supervision.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of established cleaning procedures and techniques.
- Working knowledge of purpose and application of products and equipment used in a cleaning operation.
- Ability to observe and evaluate effectiveness of work group dispersed through assigned area.
- Ability to interpret, apply, and communicate instructions.
- Ability to implement, coordinate, monitor, and adjust daily work schedule or routines.
- Ability to give basic instructions, supervision, and individual assistance to a work group.
- Ability to establish and maintain an effective working relationship with others.

#### Minimum Education and Experience

High School or General Educational Development (GED) diploma and one year of experience in the area assigned; or an equivalent combination of education and experience.