

Class Concept

Work in this class involves the supervision of several crews of Housekeeper positions engaged in housekeeping and minor maintenance activities within an assigned area of a State facility. Work involves planning, scheduling and assigning 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. Work in this class is distinguished from the Housekeeping Supervisor I by the comparatively larger and more dispersed physical area, number of employees for whom the position directs and coordinates work, and on the basis of the great majority of time being spent in supervisory duties.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of cleaning procedures.
- Considerable knowledge of products and equipment used in a housekeeping operation.
- Ability to supervise a large group of employees in a variety of housekeeping functions.
- Ability to improvise and manage personnel to accomplish non-routine assignments.
- Ability to judge supply needs in maintaining an established stock level.

Minimum Education and Experience

High school or General Educational Development (GED) diploma and three years of experience in the area assigned, including one year of supervisory experience; or an equivalent combination of education and experience.