

Class Concept

This is supervisory work, assisting in the direction of the housekeeping program at a State facility. Positions supervise housekeeping functions within a major section of the housekeeping program, typically supervising at least two Housekeeping Supervisor II positions. Work involves determining housekeeping needs within the assigned area and planning, scheduling and assigning work to other Housekeeping Supervisors. Duties include the implementation of formal in-service training programs and inspecting for cleanliness and maintenance needs. Work is performed under the general supervision of the Housekeeping Administrator and is reviewed through written reports, conferences, and inspections.

Recruitment Standards

Knowledge, Skills, and Abilities

- Considerable knowledge of a housekeeping program, especially cleaning procedures and products used.
- Ability to assist the administrator in the operation of housekeeping services.
- Ability to plan and schedule workloads and special projects.
- Ability to supervise and manage a large work force.
- Ability to judge supply and equipment needs in maintaining an established stock level.

Minimum Education and Experience

High School or General Educational Development (GED) diploma and four years of experience in the area assigned, including two years of supervisory experience; or an equivalent combination of education and experience.