

## HOUSEKEEPING TEAM LEADER

### DESCRIPTION OF WORK

An employee in this class performs housekeeping duties and functions as a team leader over a small group of housekeeping assistants engaged in housekeeping within a limited, designated area of a state facility on an assigned shift. Teamwork assignments follow a prescribed routine. The team leader is responsible for maintaining established standards on a daily basis. The majority of the team leader's time is spent in performing cleaning duties and observing work in progress with some time required and involved daily for adjusting and inspecting work progress, carrying out special instructions, or resolving cleaning problems. The size of the physical area and number of employees assigned will vary according to use and purpose of facility, volume of pedestrian traffic, and intensity and frequency of cleaning process. Work is performed subject to close review and inspection with problems not covered in instructions referred to a supervisor. Work is evaluated in terms of results of team efforts in maintaining required standards.

### EXAMPLES OF DUTIES PERFORMED

Performs full range of housekeeping assistant duties as assigned or required.  
Instructs and assists team housekeeping assistants in on-the-job cleaning procedures and techniques, special procedures, or problems.  
Adjusts assignments or cleaning schedule of team members to ensure adequate coverage as absences or emergencies may require.  
Observes, inspects, and monitors quality and quantity of work while in progress or upon completion; advises of additional or corrective cleaning applications needed; reports unresolved problems to supervisor.  
Prepares requisitions and obtains cleaning supplies and materials; distributes supplies as needed.  
Serves as liaison with superiors and agency staff in assigned area.  
Performs related duties as required.

### RECRUITMENT STANDARDS

#### Knowledge, Skills, and Abilities

General knowledge of established cleaning procedures and techniques, and special applications required in assigned areas.  
General knowledge of the purpose and application of products and equipment used in cleaning operations.  
Ability to follow a daily work schedule and observe performance of a small work group.  
Ability to react to situations requiring minor adjustments to routine.  
Ability to physically perform the duties of a housekeeping assistant.  
Ability to receive, understand, and convey applicable written or oral instructions.  
Ability to complete simple reports.  
Ability to maintain an effective working relationship with others.

#### Minimum Education and Experience

Education or training sufficient to read and write. One year of experience in housekeeping or related work; or an equivalent combination of education and experience.