

HOUSEKEEPING SUPERVISOR I

DESCRIPTION OF WORK

Work in this class involves the supervision of a moderate-sized group of housekeeping assistants engaged in housekeeping and minor maintenance activities within an assigned area of a state facility. Daily assignments follow a routine established for the area by supervisory personnel. Initiative is utilized in maintaining quality standards in dealing with non-routine cleaning and in employee assignment to cover absences within the work force. Work is performed under frequent review through personal contact with superiors.

Work in this class is distinguished from the lower-level class of Housekeeping Team Leader by the comparatively larger and more dispersed physical area, number of housekeeping assistants the employee directs and on the basis of the great majority of time being spent in supervisory duties.

EXAMPLES OF DUTIES PERFORMED

Instructs and assists housekeeping assistants in cleaning procedures, techniques, cleaning problems, and in the use of new methods and products.

Supervises assigned personnel to accomplish non-routine cleaning and to assist with special projects. Evaluates quality and quantity of work completed through observation and inspection.

Disseminates instructions from superiors to the housekeeping group.

Issues and receives keys and dispenses pay vouchers.

Reports absences within assigned custodial force.

Reports supply and maintenance needs; obtains and distributes supplies.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

General knowledge of established cleaning procedures and techniques.

General 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

Completion of grammar school and one year of experience in housekeeping work; or an equivalent combination of education and experience.