

Spec. Code: 4514(3513)
Occ. Area: 08
Work Area: 026
Prob. Period: 6 mo.
Prom. Line: 208, 287
Effective Date: 07/29/88

HOUSEKEEPING SUPERVISOR

Function of Job

Under direction from a designated supervisor, to supervise a group of employees engaged in the routine housekeeping work of a residential facility.

Characteristic Duties and Responsibilities

1. selects, trains, and evaluates the work performance of subordinate housekeeping staff
2. prepares work schedules, approves vacations, and provides for staffing services during contingencies
3. establishes housekeeping procedures and inspects operations for compliance
4. maintains an inventory of cleaning equipment and linen supplies and prepares requisitions to maintain stock levels
5. performs other related duties as assigned

Minimum Acceptable Qualifications

CREENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of housekeeping experience in a residential facility of the type in which the position is located

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of housekeeping materials, equipment, and methods
2. supervisory ability