

SUPERVISING HOUSEKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for building cleanliness in a large building complex on an assigned shift. An individual in this position may be assigned to supervise other Facilities Management services. The work is performed under the supervision of a higher-level administrator. Direct supervision is given to a large number of cleaning staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Maintains time records of staff on an assigned shift;
Supervises, directs staff, instructs staff in the use of new equipment and cleaning methods;
Requisitions supplies for daily operational cleaning and participates in inventory control;
Supervises the maintenance of acceptable levels of work quality in area assigned;
Assists in training personnel in the proper procedure against transmission of bacteria and infection control;
Coordinates and insures that rooms and public areas are cleaned following special activities, meetings, parties, dinners, etc.;
Completes reports on quality of staff work performance, inspection reports, assorted log sheets, etc.;
May meet with sales people for new product demonstrations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of supplies, equipment, practices and methods used in the assigned area of work; ability to supervise, assign and inspect work of subordinates; ability to follow oral and written directions; ability to keep accurate records and make reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and two (2) years of paid work experience as a supervisor or member of a large-scale cleaning services operation used in a large building complex or related setting, at least one (1) year of which must have involved supervising a work force of at least ten (10) individuals.

NOTES:

1. Additional work experience other than unskilled labor or any academic, technical or vocational training may be substituted for high school on a year-for-year basis.
2. In the County of Rockland Facilities Management Division of the Department of General Services, possession of a valid driver's license at the time of application, which must be maintained throughout the course of employment.

SPECIAL REQUIREMENT: At the time of appointment and periodically throughout the course of employment the appointing authority may verify possession of a valid driver's license, which is appropriate to the kind and size of vehicle to be driven.