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 the Director of Facilities Management. 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.

NOTE: 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.

R.C.D.P. (04.14.2015) 03.03.2017
Non-competitive