

HOUSEKEEPING ADMINISTRATOR II

The employee in this class is responsible for administering the housekeeping program in a large mental hospital or mental retardation center program which provides housing and medical treatment. Employee is responsible for providing daily cleaning for wards, dorms, treatment and infirmary areas for required cleanliness and infection control. Work involves providing administrative and technical guidance and operational direction to obtain program goals. Employee may also provide administrative supervision for other auxiliary service programs located within the institution.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee meets with unit directors, doctors, nurses, and subordinate supervisors to establish short and long-term cleaning needs for the institution. Employee establishes methods, type of solvents, cleaning procedures and techniques, and staff training programs needed to provide the necessary cleaning services required by hospital management. ,

Organizing and Directing - Employee ensures effectiveness in assignment of staff, and procurement of sufficient equipment and supplies required to meet the cleaning needs of the institution. Subordinates are assigned among the various geographic wards/units according to recognized cleaning demands, with available subordinate supervisors assigned the responsibility of ensuring unit cleanliness. Employee changes the internal organization and reassignment of staff as necessary in meeting the cleaning needs of the institution.

Budgeting - Employee, with input from subordinate supervisors, develops an annual projected budget for equipment, supplies, and personnel. Employee reviews monthly or quarterly printouts of budget expenditures and balances to ascertain cost effectiveness.

Training - Employee works closely with subordinates in assessing and establishing training programs to qualify the housekeeping staff to meet the needs of the institution. Training may vary from basic orientation sessions to aseptic cleaning needs of special situations (i.e., infirmary, isolations).

Setting Work Standards - Employee, with input from subordinates, directs the establishment of necessary internal policies, procedures, and work standards to ensure that housekeeping programs throughout the institution meet standards as required by institutional regulations and outside licensing or surveying agencies. Employee approves changes in staff utilization, aseptic cleaning techniques, solutions, and safety precautions based on program reviews.

Reviewing Work - Employee reviews the work of subordinates via monthly reports and meetings, tours of the institution, input/feedback from subordinate supervisory staff, and reports from institution's staff. ,

Counseling and Disciplining - Employee ensures that State and departmental grievance policies and procedures are communicated to subordinates and are implemented and followed by housekeeping supervisors. Disciplinary action must have the approval of the immediate supervisor and the personnel office.

Performing Other Personnel Functions - Employee has significant input on recommending new hires, dismissals, disciplinary action, and the ranking of staff for annual merits. All perform with input from the supervisory level subordinates.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work in position is relatively stable with infrequent programmatic changes occurring. Most changes occur due to shifting of patient population, changes in equipment and supplies, and new facilities.

Variety of Work Supervised - Employee's primary focus is upon the housekeeping program. However, employee generally provides administrative direction for a variety of other hospital service areas (i.e., linen service printing, pest control, sewing room).

Number of Employees Responsible For - Varies between approximately 50 and 100.

III. EXTENT OF SUPERVISION RECEIVED: Employee receives administrative feedback from monthly meetings, tours of the institution, and annual performance appraisals. Employee functions daily with a high degree of independence.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Due to the population served and the nature of the institutions, special cleaning procedures (solvents and techniques) are important for controlling infections and maintaining sanitation for treatment areas and dorms (rooms, hallways, baths, etc.) which differ from the general cleaning requirements found in office or classroom facilities.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of large hospital/institutional housekeeping program management. Considerable knowledge of general and aseptic cleaning techniques in a large medical treatment institution. Considerable knowledge of cleaning techniques and products. Considerable knowledge of purchasing procedures and practices. Ability to plan, develop and implement a large functional hospital housekeeping program. Ability to plan and implement necessary staff training programs. Ability to prepare and maintain required records, reports, and budget information. Ability to establish and maintain rapport with institutional management staff and subordinates.

Minimum Education and Experience - Bachelor's degree in business administration from an appropriately accredited institution and three years of supervisory experience in institutional housekeeping; or an equivalent combination of education and experience.