

HOUSEKEEPING SUPERVISOR II

DESCRIPTION OF WORK

Work in this class involves supervising custodial crews engaged in the cleaning and minor maintenance of state-owned buildings.

Employees supervise several crews engaged in the daily cleaning routine. They establish individual workloads, assign personnel to a specific work area, and provide in-service training for new employees. Duties include the responsibility for equipment upkeep and for maintaining a sufficient inventory of housekeeping supplies. Routine assignments are performed under general supervision. Specific assignments are outlined by the housekeeping administrator who reviews work during progress and upon completion for cleanliness standards, efficiency of operations, and for general appearance.

EXAMPLES OF DUTIES PERFORMED

Schedules work assignments and assigns custodians to specific areas.

Inspects areas for cleanliness and maintenance.

Requisitions cleaning materials and issues to individual areas.

Assists in formal training program and directs the in-service training.

Approves leaves and submits time charts and absentee lists to superior.

Compiles maintenance check lists and reports needs to superiors.

Makes recommendations concerning employees on hiring, dismissal, salary increases, and promotions.

Performs related duties as required.

RECRUITMENT STANDARDS

Knowledges, Skills, and Abilities

Considerable knowledge of cleaning procedures.

Considerable knowledge of products and equipment used in a housekeeping operation.

Ability to supervise a large group of employees in a variety of housekeeping functions.

Ability to improvise and manage personnel to accomplish non-routine assignments.

Ability to judge supply needs in maintaining an established stock level.

Minimum Education and Experience

Education and/or experience in housekeeping work that is directly related to the job and consistent with the accepted practices of the trade equivalent to three years of experience, one of which was in a supervisory capacity.