

HOUSEKEEPING SUPERVISOR III

DESCRIPTION OF WORK

This is supervisory work, assisting in the direction of the housekeeping program at a state institution. Employees supervise housekeeping functions within a major section of the largest institutions or serve as assistants to the housekeeping administrator in other institutions. They determine housekeeping needs within the assigned area, prepare work schedules and individual workloads, and supervise assigned personnel in housekeeping activities. Duties include the implementation of formal in-service training programs and inspecting for cleanliness and maintenance needs. Work is performed under the general supervision of the Housekeeping Administrator and is reviewed through written reports, conferences, and inspections.

EXAMPLES OF DUTIES PERFORMED

Assists in planning and coordinating the housekeeping program for a large area.
Performs general inspections for assigned area, with special attention focused on problem areas and those in which major cleaning or renovation is occurring.
Conducts the training program and makes assignments for new personnel.
Has direct involvement in employee relations by making recommendations on hiring and dismissals, seeking out employee dissatisfactions, and making recommendations for promotions and salary increases.
Performs related duties as required.

RECRUITMENT STANDARDS

Knowledgees, Skills, and Abilities

Considerable knowledge of a housekeeping program, especially cleaning procedures and products used.
Ability to assist the administrator in the operation of housekeeping services.
Ability to plan and schedule work loads and special projects.
Ability to supervise and manage a large work force.
Ability to judge supply and equipment needs in maintaining an established stock level.

Minimum Education and Experience

High school or General Educational Development diploma and four years of experience in housekeeping work, two of which in a supervisory capacity; or an equivalent combination of education and experience.