

## HOUSEKEEPING ADMINISTRATOR I

The employee in this class is responsible for planning, implementing, and administering the housekeeping program in a medium sized institution which provides treatment and housing for the physically handicapped and mentally ill persons. Employee is responsible for the daily cleaning of wards, residential, and treatment offices, and other areas to ensure cleanliness and infection control. Employee is administratively and technically responsible for the overall operation of the housekeeping program and may provide administrative direction of other service areas within the institution.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee meets with the appropriate institutional and housekeeping staff to establish short and long-range cleaning needs for the institution. Employee selects types of solvents, aseptic-cleaning techniques needed, and provides staff on-the-job or other training in order to provide the necessary cleaning service.

Organizing and Directing - Employee ensures effectiveness in assignment of staff and procurement of sufficient equipment and supplies to perform required cleaning operations. Employee makes internal organizational changes according to the needs of the institution and the housekeeping program.

Budgeting - Employee, with input from subordinates, prepares annual projected budget for equipment, supplies, staff, and materials. Budget is reviewed by the immediate supervisor for final approval. Employee reviews monthly or quarterly budget printouts to verify expenditures, balances, and cost effectiveness.

Training - Employee is responsible for providing various basic orientation training sessions and any additional training in special aseptic methods and procedures required.

Setting Work Standards - Employee develops and initiates internal policies, procedures, and work standards to ensure a quality housekeeping program as required by institutional regulations and licensing or surveying agencies.

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

Counseling and Disciplining - Employee ensures that State and agency grievance policies and procedures are communicated to subordinates and followed. Disciplinary actions are discussed and approved by the immediate supervisor and the personnel office.

Performing Other Personnel Functions - Employee has significant input on new hires, dismissals, disciplinary actions, and the ranking of staff for annual merits.

### II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Work is relatively stable with infrequent programmatic change; however, work is subject to daily operational demands, coordination, and changes. Some change in procedures, equipment and supplies, and new facilities may be expected.

Variety of Work Supervised - The primary area of work is institutional housekeeping. However, such a position may provide administrative control and direction for other support or auxiliary service areas characteristic of the institution.

Number of Employees Responsible For - Varies approximately between 30-40 employees.

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

IV. SPECIAL ADDITIONAL CONSIDERATIONS: Work is performed in an institution or hospital for the physically or mentally ill or handicapped requiring cleaning standards associated with such facilities and adherence to applicable general regulations.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of institutional housekeeping program management. Considerable knowledge of general and aseptic cleaning techniques utilized in a medium sized treatment institution. Considerable knowledge of cleaning products and techniques. Working knowledge of personnel, purchasing procedures, and practices. Ability to plan, develop, and implement an effective housekeeping program for a medical treatment and residence facility. Ability to plan and direct training programs. Ability to maintain records, prepare required reports, and prepare annual projected budget.

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