

## HOUSEKEEPING AND LAUNDRY SUPERINTENDENT

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the hospital housekeeping and laundry operations.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Plans, supervises and coordinates the work of a large staff of employees performing custodial and housekeeping services where the application of sterile and hospital techniques is essential; coordinates and supervises laundry services including linen control, distribution and maintenance.

Establishes and reviews cleaning methods to ensure the application of modern sterile procedures and techniques.

Determines standards and specifications for housekeeping and laundry equipment and supplies.

Supervises the requisitioning, storage and distribution of housekeeping supplies and linens.

Coordinates housekeeping and laundry services with other hospital activities; confers with administrative officials and others regarding housekeeping and laundry operations and needs.

Prepares and submits budget requests for housekeeping and laundry operations.

Maintains records and prepares reports and correspondence.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the methods, equipment, and techniques which apply to housekeeping and laundry activities.

Knowledge of the occupational hazards and safety precaution of the trade.

Ability to administer the programs and activities of the hospital housekeeping and laundry operations.

Ability to evaluate operational effectiveness and recommend/implement changes in policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Two years of experience in hospital housekeeping or related work and two years of supervisory experience; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: June 1981



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DAVID R. FLORES, Executive Director  
Civil Service Commission