

HOUSEKEEPING SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises a large group of employees in a variety of hospital housekeeping work.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises and participates in a variety of housekeeping and disinfection operations throughout the hospital.

Supervises the storage of supplies, tools, and equipment and ensures they are maintained and available for work projects; orders supplies, tools and equipment as needed.

Estimates the time and material costs of work projects.

Periodically inspects wards, rooms, halls, and restrooms; observes quality of work and advises employees of conditions that do not meet standards.

Ensures that trash and garbage disposal operations comply with safety and sanitary regulations.

Ensures optimum usage of materials; investigates heavy consumption of supplies to detect waste.

Makes minor equipment repairs, and reports needed major repairs.

Functions as a housekeeper as work load demands; assists housekeepers perform complex problems demanding a high degree of skill or knowledge.

Applies and enforces safe and sanitary work practices on the job.

Implements agency policies for personnel, training and safety of subordinates.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, practices, techniques, materials, tools and equipment involved in hospital housekeeping work, including specialized hospital housekeeping work.

Knowledge of the operation and care of hospital housekeeping tools and equipment.

Knowledge of the hazards and safety practices of the trade.

Ability to supervise the work of others.

Ability to estimate the time and material costs of work projects.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend changes to enhance improvements.

Ability to apply and enforce safe and sanitary work practices on the job.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.


Skill in the operation and care of hospital housekeeping tools and equipment.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience in hospital housekeeping work; or

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

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Civil Service Commission