

ASSISTANT HOUSEKEEPING SUPERVISOR

77-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, organizing, developing procedures, and directing the overall operation of the Housekeeping Department in a residential health care facility. Work is performed under the supervision of the Housekeeping Supervisor and the Facility Administrator in accordance with established regulations, policies, and procedures. Supervision is exercised over all staff assigned to the residential care institution. Some leeway is allowed for the use of independent judgment in carrying out job responsibilities.

TYPICAL WORK ACTIVITIES: *∴ The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Plans, develops, organizes, implements procedures, evaluates, and directs the Housekeeping Unit,
its programs and activities;

Coordinates housekeeping services and activities with other departments in the institution;

Assigns work, supervises, and evaluates staff assigned to the institution;

May serve on various committees of the facility (i.e., Infection Control, Safety) and provides
written/oral reports of the housekeeping services and activities;

Uses common office program software in performing work assignments;

Performs administrative duties such as completing forms, reports, maintaining records, etc.;

Determines department staffing needs and assigns a sufficient number of housekeeping personnel
for each tour of duty;

May assist in the recruitment and selection of housekeeping personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of building cleaning and housekeeping practices, supplies, and equipment; good knowledge of laws, rules, regulations, and policies relating to housekeeping functions in a long-term care facility; ability to plan and supervise the work of others; ability to deal effectively with others; ability to perform basic office record keeping tasks; ability to operate common office software programs; ability to read and follow written instructions; ability to work harmoniously with professional and non- professional personnel; patience, tact; cheerfulness; and enthusiasm.

MINIMUM QUALIFICATIONS: Three years of experience in performing housekeeping duties in a large organization, one year of which shall have been in a supervisory capacity, including or supplemented by training or experience demonstrating a knowledge of housekeeping and cleaning environmental control practices and procedures.