

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32612
Job Class Code:	150	Salary Schedule:	AREG
EEO Category:	08	Grade:	11
Workers Comp Code:	9015		

Job Code Established:	1/24/92	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Housekeeping Series

JOB CODE TITLE: HOUSEKEEPING LEADER

HRIS TITLE: HOUSEKEEPING LDR

CHARACTERISTICS OF THE CLASS: General supervision by a Housekeeping Supervisor. Has the authority to reassign scheduled staff temporarily in emergencies or to complete assignments; to order linen from a vendor as needed. Coordinates daily cleaning duties in cooperation with the professional staff; orients and trains employees in house-keeping duties and proper operation of power cleaning equipment; performs housekeeping duties in assigned area; mixes germicidal agents to clean, disinfect and sterilize furnishings and facilities; collects and replaces linen inventory.

Work product consists of sterile, clean institutional environment; task training and role modeling provided to new staff; State regulations and accreditation standards met. Responsible for an effective work unit staff; adherence to quality assurance and disease control; safety precautions in the use and placement of cleaning products required in institutional cleaning work.

EXAMPLES OF DUTIES: Operates scrubbers, buffers, waxers, vacuums and other equipment used in floor maintenance. Mixes chemical products and uses as a disinfectant in cleaning residents' rooms, facilities and fixtures. Functions as a lead worker in the day-to-day cleaning operation. Confers with subordinate staff on cleaning procedures, deficiencies and unsafe conditions. Participates in training programs and role modeling for housekeeping personnel. Coordinates lead activities with supervisor, discusses and corrects sanitation and safety deficiencies. Maintains inventory records of cleaning products used or acquired for custodial purposes; routes supply requests. Escorts exterminators to assigned areas and monitors their services; provides building access and security. Moves furniture and equipment from location to location. Washes, mops and cleans when emergencies arise. Picks up laundry in assigned areas, delivers to laundry room. Cleans equipment and supply room in assigned service area. Collects and disposes of trash, cleans ash trays, urns and trash receptacles. Performs related work as required.

WORK CONDITIONS: Frequent disagreeable cleaning tasks; heavy lifting; ongoing occupational hazards necessitating safety precautions relating to institutional cleaning chemicals, and/or proximity to institutionalized residents.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: sanitary and safety standards as they relate to infection control and institutional accreditation; occupational hazards and safety precautions required in cleaning work; cleaning agents and chemical reactions when products are mixed; principles and practices of staff training; principles and practices of leadership and work management.

Skill in: mixing and applying germicidal products; positioning self to avoid injury when lifting.

Ability to: apply safety procedures while working near residents; organize and prioritize work schedule; interact with residents.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam.