CLASSIFICATION SPECIFICATION

FLSA:	**NEXP**	**Job Code:**	**ACV32614**
Job Class Code:	**150**	**Salary Schedule:**	**ASRRHSKPG**
EEO Category:	**08**	**Grade:**	**14**
Workers Comp Code:	**9015**		
Job Code Established:	**01/03/87**	**Effective Date:**	
Job Code Revised:	**01/01/97**	**Effective Date:**	

JOB CODE SERIES: Housekeeping Series

JOB CODE TITLE: HOUSEKEEPING SUPERVISOR I

HRIS TITLE: HOUSEKEEPING SPV I

ORGANIZATION/WORK SETTINGS: Various Institutions

WORK DESCRIPTION: Assists in planning, organizing and directing of clinical/ nonclinical housekeeping functions; gives direction to subordinate staff; provides training and performance evaluations for employees; tests and evaluates new equipment, cleaning products, and methods; evaluates housekeeping services periodically, inspecting for cleanliness, infection control, quality assurance and all accreditation standards; some positions may maintain linen and capital inventory.

WORK ACTIVITIES: Supervises the daily housekeeping/laundry operations of a dispersed subordinate staff; schedules and reschedules staff, avoiding interference with ward activities.
Communicates work instructions; trains staff in house-keeping procedures, use of equipment, cleaning with germicidal chemicals.
Visits and inspects work in progress; checks work quality, records and corrects deficiencies.
Orders cleaning supplies from warehouse; identifies stock to be ordered; routes orders for purchase.
Counsels staff in sanitation and safety measures to meet jcah or mr/dd accreditation standards and the agency's infection control policies.
Reviews and evaluates work performance of subordinate staff; confers with staff members on an individual basis, records evaluation, submits report to manager.
Resolves problems and answers questions regarding work processes, policies and methods.
Monitors sanitation levels in assigned area through use of sanitation check list; ensures minimal sanitation levels are consistently maintained.
Conducts safety checks on buildings; issues and collects keys for building access/security.
Maintains inventory of linen supplies; reissues and delivers to housekeepers as requested.
Posts various records to evaluate, document and determine staff and individual service area needs.
Interviews employees in disciplinary actions; reviews cases and makes disciplinary recommendations.
Fills institutional residents' orders for personal effects and furniture items from store room.
As a first line supervisor, interviews prospective applicants for positions in work unit; recommends personnel action.
Maintains record of work assignments; approves/ disapproves sick or vacation leave requests.
Performs related work as required.

WORK CONDITIONS: Some heavy lifting. Some hazards and emotional stress exist when working in proximity of residents with varying degrees of physical and psychological disorders.

SUPERVISION: Reports to a supervisor or manager assigned supervisory functions over housekeeping services.

WORK RESULTS/PRODUCTS: Scheduled and implemented work assignments for housekeeping and laundry workers; facilities cleaned and odor free, deficiencies corrected; sanitation and fire inspection standards met; adequate inventory of supplies maintained; staff counseled and evaluated.

RESPONSIBILITY: For training and supervising a housekeeping staff; instructing housekeeping staff in proper operation of mechanical cleaning equipment; preparation of operational reports.

AUTHORITY: To schedule work assignments and reassignments; make personnel evaluations and recommendations; select and order cleaning supplies

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: methods, equipment and techniques associated with housekeeping; principles and practices of leadership and work management; principles and practices of interdepartmental project coordination; principles and techniques of training; occupational hazards and necessary safety precautions.

Skill in: applying safety rules; operating and caring for custodial equipment.

Ability to: select, assign, train, motivate, counsel, communicate with and evaluate a staff; coordinate custodial services with the needs of other departments; resolve problems; identify and correct unsafe working conditions; maintain an appropriate cleaning supply inventory.

SPECIAL SELECTION FACTORS: May require possession of and ability to maintain a current, valid Arizona driver’s license appropriate to the assignment.