

## CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV32615</b>
<b>Job Class Code:</b>	<b>150</b>	<b>Salary Schedule:</b>	<b>AREG</b>
<b>EEO Category:</b>	<b>08</b>	<b>Grade:</b>	<b>16</b>
<b>Workers Comp Code:</b>	<b>9015</b>		

<b>Job Code Established:</b>	<b>01/03/87</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>		<b>Effective Date:</b>	

**JOB CODE SERIES:** Housekeeping Series

**JOB CODE TITLE:** HOUSEKEEPING MANAGER

**HRIS TITLE:** HOUSEKEEPING MGR

**ORGANIZATION/WORK SETTINGS:** Various Arizona State Hospital

**WORK DESCRIPTION:** Plans, organizes, directs and budgets for the housekeeping activities of the hospital or medical facility through subordinate supervisors or leads; establishes and implements work procedures and practices for clinical and non-clinical areas; implements and maintains infection control procedures; participates in meetings and conferences.

**WORK ACTIVITIES:** Supervises and directs the work of housekeeping workers through housekeeping supervisors possibly serving three shifts daily. Reviews and adapts work schedules of supervisory staff to provide adequate coverage. Writes detailed inspection reports; observes safety, sanitary conditions and work performance of housekeeping staff. Writes and maintains housekeeping manual; makes changes in sections to maintain currency. Conducts and participates in in-service training and staff development to ensure application of modern sterile procedures and techniques.

Monitors and controls expenditures of operating funds; assures that the section does not exceed funding appropriation.

Maintains adequate stock levels; reviews and assesses stock in short supply; approves or adjusts and routes order for purchase. Confers with nursing staff and subordinate housekeeping supervisors or leaders concerning services/materials used in a house-keeping program. Examines and reviews staffing patterns; interviews, selects and assigns staff in accordance with competency and experience.

Reviews work flow of individual housekeeping crews; modifies procedures to accommodate special projects. Confers with supervisor/leader and personnel coordinator on rule interpretations; processing grievances, providing guidance and direction. Develops housekeeping budget requests with consideration for capitalization and operation. Maintains a detailed inventory of housekeeping equipment according to make, size, and location. Attends meetings; participates in activities of committees relating to goals and objectives of Infection control, safety, management and housekeeping. Maintains record of keys issued to housekeeping staff. Writes incident reports in prescribed format. Performs related work as required

**WORK CONDITIONS:** Some hazards exist working in a medical environment.

**WORK RESULTS/PRODUCTS:** Productive and effective cleaning service provided; timely submission of administrative reports and supply requests; completed budget requests for fiscal year; new methods and products tested and evaluated.

**RESPONSIBILITY:** For planning and managing a safe and sanitary housekeeping service in an institutional environment.

**AUTHORITY:** To hire and discipline staff; develop and keep current hospital housekeeping manual;

determine effectiveness of new cleaning products and disinfectants.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** institutional housekeeping program techniques; management procedures including fiscal management and budget preparation; applicable agency and hospital accreditation regulations and standards; power equipment performance, utilization and requirements; cleaning chemicals and reactions of mixing solutions; principles of sanitation; supplies and materials used to maintain an economical inventory; principles and practices of leadership and work management.

**Skill in:** the safe handling of chemicals and powered equipment.

**Ability to:** apply the principles and practices of leadership and work management; train staff; explain the usage of new products to staff; develop performance and productivity standards; interact with residents of the institution; establish and maintain effective interdepartmental work relationships; maintain a cost-effective inventory of supplies and materials.