

HOUSEKEEPING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position with responsibility for overseeing the activities of employees involved in cleaning and housekeeping tasks in both facilities of the Department of Nursing Homes. The work is carried out in accordance with established practices under the general supervision of the facility administrator. Direct supervision is exercised over the work of Cleaners. A Housekeeping Supervisor does related work as required.

TYPICAL WORK ACTIVITIES:

- Directs, supervises, and may participate with assigned staff in completing tasks to assure the interior of the entire facility including floors, walls, windows, doors, ceilings, fixtures, equipment, and furnishings are efficiently maintained in good repair, clean and free of insects, rodents, and trash;
- Participates in the selection, training, development, and evaluation of subordinate staff;
- Develops, manages, and implements a master cleaning schedule;
- Makes daily quality control checks to ensure required standards of cleanliness and sanitation are being maintained;
- Ensures subordinate employees conform to policies of the Nursing Homes and reports improper conduct of employees;
- Investigates complaints and takes appropriate action to reduce repetition;
- Schedules assigned staff to assure adequate coverage
- Organizes and supervises staff in responding where isolation procedures must be implemented to cope with actual or suspected outbreaks of communicable or infectious disease in patients or residents;
- Serves as a member of the Infection Control Committee assisting in the establishment of policies and procedures for investigating, controlling, and preventing infections in the Facility;
- Devises written policies and procedures regarding cleaning practices and proper disposal of solid wastes including rubbish, refuse, biological waste, and infectious materials;
- Requisitions and maintains an inventory of specialized and general cleaning supplies and materials;
- Periodically secures surface samples for bacteriological analysis in order to assure cleaning supplies are being utilized properly;
- Prepares housekeeping budget and justifications;
- Advises maintenance staff when needed repairs are observed;
- May assign and oversee employees involved in the handling, storage, processing, and distribution of laundry and linens to ensure the tasks are completed in a manner which will prevent the spread of infection and ensure the maintenance of clean linen.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of large scale building cleaning practices, techniques, supplies and equipment, and ability to use them efficiently and economically; ability to plan, schedule, and supervise the work of others; ability to apply a critical attitude in the inspection and evaluation of work completed and in progress; ability to communicate, understand, and execute oral and written directions; thoroughness; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

A.) Six months of supervisory experience in directing the activities of a building cleaning or housekeeping staff in a health care facility;

OR

B.) One year of building cleaning or housekeeping experience in a health care facility;

OR

C.) One year of supervisory experience directing the activities of a building cleaning or housekeeping staff;

OR

D.) Two years of building cleaning or housekeeping experience;

OR

E.) An equivalent combination of experience as described in (A), (B), (C), and (D) above.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 7/20/95