

CLASS TITLE: INSTITUTION HOUSEKEEPER

Class Code: 02139200

Pay Grade: 15A

EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise the housekeeping services in a state institution, or hospital, such as the General Hospital, Institute of Mental Health, or Zambarano Memorial Hospital; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom are received general and specific assignments and technical advice and supervision in carrying out cleaning activities; work is reviewed usually upon completion for conformance to such advice and supervision.

SUPERVISION EXERCISED: Assigns, supervises and reviews the work of several groups of cleaners; reviews their work in process or upon completion for quality and adequacy of performance.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To lay out, plan and supervise the work of several groups of employees engaged in cleaning rooms, corridors, rest rooms, offices, and stairways in a state institution, or hospital, such as the General Hospital, the Institute of Mental Health, or Zambarano Memorial Hospital, and in those building that house the employees that live on the premises.

To requisition, receive, and supervise distribution of linen, towels, soap, detergent, and other household cleaning supplies.

To requisition maintenance and repair services required.

To maintain a continuous inventory of laundered linen, bed clothes, towels, and other related laundered goods.

To discard linen, cleaning equipment, house furnishings and related items unfit for further use.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the methods, materials and equipment used in institutional housekeeping; a working knowledge of the operation and proper care of vacuum cleaners, and other household cleaning equipment; the ability to train and supervise a group of persons engaged in routine household tasks and to plan and coordinate their work; the ability to work without close supervision; the ability to understand and follow oral and written instructions; the ability to maintain simple records and prepare simple reports; and related capacities and abilities

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school; and

Experience: Such as may have been gained through: employment in a supervisory capacity in the field of household management in an institution, hospital or hotel.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: July 30, 1967

Editorial Review: 3/15/03