

## **CLASS TITLE        SUPERVISOR OF HOUSEKEEPING SERVICES**

**Class Code: 02132500**

**Pay Grade: 22A**

**EO Code: H**

### **CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the supervision of the housekeeping services in a large state institution involving the development, coordination, supervision and management of effective housekeeping, environmental sanitary and related programs; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom assignments are received in broad outline with considerable latitude for the exercise of independent judgement; work is reviewed usually through conferences, reports and occasional inspections for conformance to established policies, instructions and application of accepted housekeeping principles, practices and techniques.

**SUPERVISION EXERCISED:** Plans, coordinates, supervises and reviews the work of a staff engaged in providing housekeeping, environmental sanitary and related programs.

### **ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the supervision of the housekeeping services in a large state institution such as the Institute for Mental Health, or the General Hospital, or Zambarano Memorial Hospital, involving the development, coordination, supervision and management of effective housekeeping, environmental sanitary and related programs.

To be responsible for making recommendations relating to the planning and organization of such programs including the determination of staffing needs, budgetary needs and estimates; and to be responsible for the supervision and evaluation of the work of a staff engaged in such programs.

To be responsible for the development and application of technical procedures, standards and instructions which will serve to create and preserve a clean, safe and sanitary hospital environment.

To review continuously the application and effectiveness of such standards and instructions concerning corrective measures and cleaning procedures to be followed involving:

- damage to floors, walls, rugs, furniture, draperies, etc;
- pest control and extermination;
- the frequency of performing various housekeeping procedures (e.g. wall washing, floor stripping, washing, waxing, etc.);
- the use and upkeep of housekeeping equipment (e.g. wet pick-up vacuum cleaners, wall washing machines, scrubbing and polishing machines, etc.); and
- the use and degree of effectiveness of cleaning and sanitary housekeeping equipment and supplies, etc.

To ascertain the effectiveness of new products, equipment and techniques through consultation with staff members of the Division of Purchases in the Department of Administration or with other qualified persons.

To be responsible for the establishment and maintenance of a method of control and distribution of linen, including the issuance of instructions concerning the aseptic handling of linen (contaminated and non-contaminated) during collection and delivery of assigned or designated areas.

To be responsible for developing the content of continuous formal and on-the-job training programs to acquaint personnel with housekeeping and sanitary activities, standards and practices and the effectiveness

of new developments in housekeeping and sanitary techniques and procedures; and to secure, with the permission of the proper superior official, the assistance of qualified individuals (doctors, nurses, laboratory personnel, etc.) from other services in the institution, or from the community, to participate as instructors in such training programs.

To maintain control of the scheduled use of all meeting halls and conference rooms.

To be responsible for the supervision and control over all sewing rooms, upholstering operations and related services.

To be responsible for the assignment of quarters to all employees (except doctors) in accordance with regulations established by the appropriate superior official.

To do related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of housekeeping services including safety principles, practices and techniques which are required to maintain cleanliness in an institution providing for the care and treatment of patients; a thorough knowledge of housekeeping procedures, equipment, agents, etc., necessary to maintain a clean and sanitary hospital environment; the ability to plan, organize, coordinate and supervise the work of a staff engaged in providing such housekeeping services and to evaluate the work of such staff for compliance with instructions and work procedures and techniques; the ability to plan, develop and maintain an in-service training program for employees engaged in such housekeeping and environmental sanitary services; the ability to develop and maintain effective housekeeping procedures and standards for the maintenance of a clean and sanitary hospital environment; the ability to ascertain the effectiveness of, and make recommendations relative to, new products and equipment and techniques in the sanitary and economical accomplishment of housekeeping services; the ability to establish and maintain an adequate method of control and distribution of linen, including the issuance of instructions concerning the aseptic handling of linen; the ability to establish and maintain effective working relationships with superiors and professional staff of the institution served; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: graduation from a college of recognized standing, including or supplemented by completion of courses in hotel or institutional management; and

**Experience:** Such as may have been gained through: employment in a responsible management position involving direction and control over a large and complex housekeeping program in a hospital, hotel or residence school, including the organization and maintenance of standards, procedures, work methods and schedules.

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

Class Revised: July 30, 1967

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