Title: Housekeeping Manager 1  
Pay Scale Group: 25  
FLSA: Non-Exempt

Essential Function

Under general supervision from higher-level housekeeping manager, supervisor or coordinator, plan and supervise housekeeping activities and all housekeeping/custodial staff on one entire shift; or acts as assistant to housekeeping manager 2 or supervisor in assessing and managing all housekeeping needs.

Characteristic Duties

1. Plan and supervise variety of housekeeping activities on one entire shift to include overseeing activities of all housekeeping/custodial employees on staff, assist in assessing and managing all housekeeping needs.

2. Approve employee time (i.e., hours worked, overtime, sick leave and/or vacation), prepare housekeeping/custodial reports, maintain inventory, requisitioning housekeeping supplies and equipment and perform related clerical tasks.

3. Act as liaison with departmental staff, maintain good rapport with clients/residents and advise management of housekeeping needs.

4. Perform related duties based on departmental need.

Minimum Qualifications

- Twelve months training and/or experience in housekeeping/custodial operations, procedures and safety practices which included six (6) months training and/or experience in supervision or as lead worker and one (1) month training and/or experience in inventory control. Some positions may require a current valid driver’s license with an acceptable driving record.

Last updated: April 2009