Title: Housekeeping Manager 2

Pay Scale Group: 27
FLSA: Non-Exempt

Essential Function

Under general supervision from higher-level housekeeping manager, supervisor or coordinator, act as assistant to plan and assist with supervising and managing all housekeeping activities for two (2) or more buildings for various shifts.

Characteristic Duties

1. Assist with assessing and managing all housekeeping needs.

2. Develop procedures and standards for housekeeping/custodial activities; review and evaluate existing programs; participate in program and policy development.

3. Perform related duties based on departmental need.

4. Approve personnel and payroll records, supervise and assist in inventory control; approve supply and repair requests and prepare requisitions, participate in budget planning and preparation.

5. Act as liaison with other departments; advise management of housekeeping needs; maintain good rapport with residents and general public.

Minimum Qualifications

- Eighteen (18) months training and/or experience in housekeeping/custodial operations, procedures and safety practices which include budgeting and inventory control and six (6) months training and/or experience in supervision. Some positions may require a current valid driver’s license with an acceptable driving record.

Last updated: April 2009

An affirmative action/equal opportunity institution