Title: Housekeeping Supervisor

Pay Scale Group: 29

Essential Function

Under general supervision from designated supervisor, manage all housekeeping activities, including developing departmental policies and procedures, evaluating existing programs, determining staff needs, interviewing and hiring staff; and directing departmental training programs.

Characteristic Duties

1. Manage all housekeeping activities in designated areas.
2. Assists in the development of departmental policies and procedures.
3. Assists in determining staffing needs; adjusts schedules to insure adherence to health, safety and sanitation regulations are met.
4. Provide direct supervision to Custodial Work Supervisor.
5. Coordinate housekeeping functions with other departments within the University of access and meet routine and specialized housekeeping requirements.
6. Monitor inventory control of equipment, furniture and supplies.
7. Identify maintenance repair items and coordinates services with work control.
8. Perform related duties based on departmental need; perform housekeeping duties as needed.

Unusual Working Conditions

• Standing and walking; pushing, pulling and lifting of heavy equipment, etc.; may be exposed to travel between non-connecting buildings.

Minimum Qualifications

• Ability to add, subtract, multiply and divide whole numbers and read and write common vocabulary. Two years experience in housekeeping/custodial operations, procedures and safety practices and one year training and/or experience in supervision or as a lead worker; ability to lift materials weighing up to 70 pounds and be able to demonstrate full range of motion for reaching, bending and stooping. Some positions may require a current valid driver’s license with an acceptable driving record.

Last updated: February 2009