Title: Housekeeping Coordinator

Essential Function

Under general supervision from a designated administrator, direct the daily operational activities of housekeeping employees.

Characteristic Duties

- Supervise all activities of housekeeping staff assigned to a designated shift.
- Interview, select and train staff.
- Assign, inspect and evaluate work performance.
- Develop procedures and standards for housekeeping program; review and evaluate program.
- Perform testing procedures requested by Infection Control.
- Administer and monitor quality assurance program; observe and report needs for repair or refurbishing.
- Prepare reports.
- Assist in budgetary preparation and planning.
- Maintain inventory control system; approve supply and repair requests.
- Serve as liaison with ancillary units.
- Provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor's degree with one (1) year experience; -OR- Associate's degree with three (3) years experience; -OR- five (5) years experience. Experience must be in industrial or institutional housekeeping. Experience may also require at least one (1) year supervision.

Last updated: May 2007