



NEW:
04/25/2017

JOB TITLE:	HOUSEKEEPING SERVICES SUPERVISOR
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8180
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Responsible for the safe and healthful operation of the physical plants and grounds of buildings in assigned area; Directs housekeeping staff in custodial functions and preventative maintenance.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Ensures daily, periodic and annual housekeeping activities are accomplished for assigned area
- Ensures implementation of established cleaning standards and methods using approved products and equipment
- Ensures completion of preventative maintenance of facilities and grounds for assigned area
- Cooperates with Plant Operators to evaluate, recommend promotion, transfer and disciplinary action of custodial staff
- Assists with the production of professional training films, instructional programs and preparation of the written housekeeping manual
- Ensures established severe weather procedures and building checks are performed for assigned area
- Ensures proper maintenance of grounds to include snow and weed removal from sidewalks and steps for assigned area
- Maintains correct inventory of custodial supplies and equipment for assigned area
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Successful completion of JCPS plant operator assessment and training program
- Valid driver's license
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience managing housekeeping programs and personnel