



NEW: 05/05/2021  
 Submitted: 05/04/2021

JOB TITLE:	COORDINATOR HOUSEKEEPING SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8178
BARGAINING UNIT:	CLAP

**SCOPE OF RESPONSIBILITIES**

Manages and supervises Area Housekeeping Supervisors to ensure all buildings are maintained in a manner that provides a clean and healthy environment suitable for education for students and staff. Ensures all building level maintenance tasks are completed according to JCPS procedures.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard
- Assists with development and execution of professional training programs, including custodial in-service and seminars for housekeeping area supervisors, plant operators, plant operator trainees, night leads, custodians, and substitute custodians
- Manages and supervises Housekeeping area supervisors
- Assists with the preparation of bid specifications and manages evaluation programs for selection of quality custodial supplies and equipment; maintains liaison with other departments to maintain a full up to date inventory of quality custodial supplies and equipment
- Assists with the production of professional training films, instructional programs, and preparation of the written housekeeping manual
- Assists with supervision of plant operator trainees and substitute custodians, evaluates their work performance, and initiates disciplinary action as necessary
- Participates in the interview process to screen and select quality applicants for entry level housekeeping positions
- Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by the Manager Housekeeping Services

**PHYSICAL DEMANDS**

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving 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.
- Three (3) years of successful experience in housekeeping practices and procedures or other equivalent experience
- Valid driver's license
- Effective communication skills

DESIRABLE QUALIFICATIONS
Experience managing housekeeping programs and personnel
Bachelor's degree
Knowledge of a variety of housekeeping supplies, materials and equipment
Experience in a diverse workplace