



NEW: Submitted:  
07/17/2019 07/16/2019

JOB TITLE:	SUPERVISOR HOUSEKEEPING SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8578
BARGAINING UNIT:	CLAS

**SCOPE OF RESPONSIBILITIES**

Evaluates, prepares, and writes performance standards for housekeeping supplies and materials, professionally trains custodial personnel, and supervises equipment repair, carpet cleaning and incidental repair. Manages the plant operator trainee and substitute custodian programs, evaluates the quality of school system housekeeping services, and provides feedback to appropriate personnel.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Coordinates, prepares and evaluates standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standards
- Develops and executes professional training programs, to include custodial inservice and seminars for plant operators, plant operator trainees, night leads, custodians and substitute custodians
- Manages and supervises housekeeping cost center employees and the housekeeping secretary
- Prepares 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
- Directs the production of professional training films, directs instructional programs, prepares the written housekeeping manual, and prepares and updates the unit's web site
- Supervises the plant operator trainees and substitute custodians, evaluates their work performance and initiates disciplinary action as necessary
- Supervises the quarterly evaluations of housekeeping services at each facility for the annual Good Housekeeping Awards program
- 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 supervisor

**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**

- Bachelor's degree
- Five (5) years of successful experience in housekeeping practices and procedures

Experience managing housekeeping programs and personnel
Ability to set goals and standards and monitor compliance
Valid driver's license
Effective communication skills

<b>DESIRABLE QUALIFICATIONS</b>
Knowledge of a variety of housekeeping supplies, materials and equipment
Experience in a diverse workplace