



REVISED: 07/17/2019  
Submitted: 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

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