CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Housekeeping Manager 1

AUG 0 2 1997

CODE: 42131C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from higher-level housekeeping manager, business administrator or other administrative supervisor, plans & supervises housekeeping activities & all housekeeping/custodial staff on one entire shift; or acts as assistant to housekeeping manager 2 in assessing & managing all housekeeping needs institution-wide for small (i.e., less than 100 beds) or medium (i.e., 100 to 200 beds in mental retardation or 100 to 250 beds in mental health or facility with 8 to 24 housekeeping/custodial staff) size facility;

PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	60-80	Plans & supervises variety of housekeeping activities on one entire shift to include overseeing activities of all housekeeping/custodial employees on staff; or acts as assistant to housekeeping manager 2 in assessing & managing all housekeeping needs institution-wide for small (i.e., less than 100 bed capacity facility) or medium (i.e., more than 100 but less than 200 beds in facility for mentally retarded or less than 250 beds in facility for mentally ill or facility with 8 to 24 housekeeping/custodial employees on staff).	Knowledge of (1) supervision/ management, (2) housekeeping/custodial operations, procedures & safety practices; ability to (3) deal with problems involving several variables within familiar context, (4) establish friendly atmosphere as supervisor of work unit.
2	15-25	Maintains records of employee time (i.e, hours worked, overtime, sick leave &/or vacation), prepares housekeeping/ custodial reports, maintains inventory, requisitions housekeeping supplies & equipment & performs related clerical tasks.	Knowledge of 1, 2, (5) inventory control; ability to 3, (6) prepare meaningful, concise & accurate reports, (7) add, subtract, multiply & divide whole numbers, (8) maintain accurate records.
3	5-15	Acts as liaison with departmental staff within facility, maintains good rapport with clients/residents & advises management of housekeeping needs.	Knowledge of 2, (9) public relations; ability to 3, (10) maintain good rapport with clients/residents.

(251)

123: 1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 12 mos. training &/or experience in housekeeping/custodial operations, procedures & safety practices which included 6 mos. training &/or experience in supervision or as lead worker & 1 mo. training &/or experience in inventory control.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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