

HOUSEKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This position has the responsibility for scheduling and assigning duties to Housekeeping and Laundry Personnel in the County Health Facility. The Housekeeper supervises personnel engaged in housekeeping and laundry activities and maintains records of activities as required. The Housekeeper performs minor administrative and management tasks associated with the operations of the two units.

Work is performed under the general direction of the department head of the Facility with leeway provided for methods of indication of established agency policy and meeting mandated requirements. Supervision is exercised over a small staff of housekeeping and laundry personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Schedules and assigns duties to the housekeeping and laundry personnel;

Supervises work performed in the housekeeping and laundry units;

Maintains records and inventories of supplies and requisitions same;

Reviews policies and procedures and suggests appropriate changes;

Interviews applicants for housekeeping and laundry positions and recommends hires;

Assists in the preparation of budget;

Recommends purchases for equipment and supplies;

Participates in departmental meetings as directed;

Evaluates performance of assigned personnel;

Performs related tasks as directed.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of infection control and sanitation principles and practices; working knowledge of accepted practices of housekeeping and housekeeping procedures; working knowledge of institute laundry operations; working knowledge of proper methods of handling various types of fabrics; working knowledge of effective treatment for stain removal; ability to plan, direct, schedule and supervise work of small staff of unskilled workers; ability to establish and maintain satisfactory work relationships with other agency personnel.

MINIMUM QUALIFICATIONS: Four years of housekeeping and laundry experience in a health care institution.

REVISED: NOVEMBER 24, 1998

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE