

## **ASSISTANT HOUSEKEEPING SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class supervises the staff involved in general cleaning and laundry work in the nursing home. The work is performed under the general supervision of the Housekeeping Supervisor with latitude to plan the details of the work. Supervision is exercised over housekeeping personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the Housekeeping Supervisor in the supervision and performance of general cleaning and laundry duties;  
Makes regular rounds of all units to check the work of subordinates;  
Reports to supervisor on conditions and needs in units;  
Operates a variety of cleaning equipment and tools (e.g. vacuums, rug shampooer, floor buffer);  
Performs work of Custodial Worker including dusting and mopping of floors, washing windows, replenishing supplies, collecting and transporting soiled linen;  
Performs and leads small groups of subordinates in cleaning and laundry activities;  
Provides on-the-job training for new employees;  
Assumes responsibility of Housekeeping Supervisor in his/her absence.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the methods, materials, and equipment used in institutional housekeeping;  
Ability to direct and supervise the work of others;  
Ability to follow oral and written directions;  
Ability to work well with others;  
Ability to perform work involving strenuous effort;  
Willingness to be exposed to dirt, dust, blood, offensive sights and odors; Skill in general housekeeping;  
Thoroughness;  
Cleanliness;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Three years of housekeeping or custodial experience, including or supplemented by one year of supervisory experience in a health care facility.