

HOUSEKEEPING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the county skilled nursing facility and involves responsibility for the planning, organizing, directing and managing environmental services which assures the cleanliness and sanitation of the facility and the laundering of resident clothing. The position also oversees the inventory and distribution of linen within the facility which is laundered by private contractor. The work is performed under the general direction of the Nursing Home Administrator with leeway permitted for the exercise of independent judgment. Supervision is exercised over the work of cleaning and laundry personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedules and supervises the work of employees engaged in cleaning residents' rooms, staff offices, treatment rooms, hallways, as well as those involved in the collection of soiled linen and the laundering of residents' clothing; Interviews new employees, hires, provides training and education and evaluates performance;

Develops, manages & implements a master cleaning schedule;

Ensures subordinate employees conform to policies of the facility and provides progressive discipline and appropriate documentation where shortcomings are noted;

Coordinates housekeeping and linen functions with other activities within the facility;

Conducts environmental sampling as needed for infection control;

Develops and monitors quality assurance program to maintain acceptable housekeeping standards;

Serves as a member of the Infection Control Committee assisting in the establishment of policies and procedures for investigating, controlling and preventing infections in the facility;

Devises written policies and procedures regarding cleaning practices and proper disposal of solid wastes including rubbish, refuse, biological waste and infectious materials;

Assists in the development of the facility's housekeeping and linen budget and monitors departmental performance to assure adherence with budget;

Organizes and supervise staff in responding where isolation procedures must be implemented to cope with actual or suspected outbreaks of communicable or infectious disease in patients or residents;

Recommends and communicates personnel actions relating to employees within department;

Specifies cleaning supplies and equipment, requisitions and inventories housekeeping and linen supplies and equipment;

Schedules and directs the receipt, inventory and distribution of clean linen;

Maintains linen consumption records by nursing unit and program;

Advises maintenance staff when needed repairs are observed;
Prepares and maintains a variety of department and management reports;
Responsible for discharging staff under immediate supervision;
Assures the division is in compliance with a variety of code requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the methods, materials and equipment used in institutional housekeeping and laundry;
Working knowledge of personnel management and employee motivation practices;
Working knowledge of infection control techniques;
Ability to prepare and maintain records and reports;
Ability to plan, schedule and supervise the work of others;
Ability to apply a critical attitude in the inspection and evaluation of work completed and in progress;
Ability to communicate, understand and execute oral and written directions;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and:

- (A) Satisfactory completion of 60 semester credit hours from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution in business, hotel and restaurant management or closely related field and:
 - 1.) one (1) year of supervisory or managerial experience directing the activities of a building cleaning, housekeeping staff or laundry staff in an institution*; or
- (B) Three years of supervisory or managerial experience directing the activities of a building cleaning, housekeeping staff or laundry staff in an institution*; or
- (C) An equivalent combination of training experience as defined by the limits of (A), or (B), above.

Note: Institution*: Hotel, health care facility, medical facility, governmental facility, or similar facility.