

Department: Horace Nye Home
Classification: Non-Competitive
Grade: 6

SPEC DISK H1
DOCUMENT 48

HOUSEKEEPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for being in immediate charge of the household management activities at a nursing home. This is supervisory work involving responsibility for seeing that offices, wards, treatment rooms, nurses' residences, hallways and other parts of the nursing home are properly maintained in a clean condition. The housekeeper oversees such work programs under general supervision from one of the nursing home administrative staff and reports to this individual on matters beyond her authority to decide. Supervision is exercised over a number of cleaning and laundry personnel. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Lays out and supervises the work of the staff engaged in sweeping, mopping, cleaning, dusting, other custodial work, and laundry functions;
May be required to assist staff in completion of their duties;
Supervises the linen room and store room;
Instructs new employees in their duties in cleaning and laundry functions;
Inspects facility for proper maintenance and cleanliness;
Furnishes the custodial and laundry staff with necessary supplies and equipment;
Requisitions linens and janitorial supplies;
Keeps time and other records;
Schedules employees as to work hours, time off, and vacations;
Maintains records and reports using a computerized system;
Reports unusual occurrences to Administrator.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of institutional household management and aptitude for the work of managing, guiding and training help in housekeeping and laundry functions; ability to lay out and supervise the work of others; ability to maintain good working relationships with professional and other personnel; ability to understand and follow oral and written directions; thoroughness; neat appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two years of paid housekeeping experience.

Special consideration may be given to candidates with experience in the operation of a computer.

Revised: 09/30/2010

Department: Public Works Department
Classification: Non-Competitive
Grade: 8

SPEC DISK H1
DOCUMENT 48

HOUSEKEEPER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for being in immediate charge of the household management activities at the Government Center. This is supervisory work involving responsibility for seeing that offices, hallways and other parts of the complex are properly maintained in a clean condition. The housekeeper oversees such work programs under general supervision from one of the Department of Public Works administrative staff and reports to this individual on matters beyond her authority to decide. Supervision is exercised over a number of cleaning personnel. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Lays out and supervises the work of the staff engaged in sweeping, mopping, cleaning, dusting and other custodial work;
Supervises the store room;
Instructs new employees in their duties;
Sees that lights are off and that doors and windows are closed before leaving empty rooms;
Furnishes the custodial staff with necessary supplies and equipment;
Requisitions janitorial supplies;
Keeps time and other records;
Reports unusual occurrences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of institutional household management and aptitude for the work of managing, guiding and training help in housekeeping work; ability to lay out and supervise the work of others; ability to maintain good working relationships with professional and other personnel; ability to understand and follow oral and written directions; thoroughness; neat appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two years of institutional housekeeping experience and completion of standard grade school course.