HOUSEKEEPER

GENERAL STATEMENT OF DUTIES: Has immediate charge of the household management activities at a hospital; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work involving responsibility for seeing that offices, wards, treatment rooms, nurses' residences, hallways and other parts of the hospital are properly maintained in a clean condition. The Housekeeper oversees such work program under general supervison from one of the hospital administrative staff and reports to this individual on matters beyond his/her authority to decide personally. Supervision is exercised over a number of cleaning personnel.

EXAMPLES OF WORK: (Illustrative only)

- Lays out and supervises the work of the staff engaged in sweeping, mopping, cleaning, dusting and other custodial work;
- Establishes housekeeping standards and work procedures;
- Supervises the linen room and 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 linens and janitorial supplies;
- Keeps time and other records;
- Reports unusual occurrences.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: 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; industry; neat appearance; physical condition suitable to the demands of the position.

ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school and two years of institutional housekeeping experience or any equivalent combination of training and experience.