

EXECUTIVE HOUSEKEEPER

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

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 linen room and store room; Interviews, selects and employs personnel; Instructs new employees in their duties; Evaluates progress of employees; 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 linen and janitorial supplies; 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; Industry; Neat appearance.

MINIMUM QUALIFICATIONS: Two years of institutional housekeeping experience.

Revised 8/30/88

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