

HOUSEKEEPING SUPERVISOR*

Function of Job:

Under general supervision of designated supervisor, supervise and inspect work of building cleaning staff who perform building service and related work for the upkeep of a safe, clean and healthy living and working environment.

Characteristic Duties and Responsibilities:

1. Supervise, instruct, plan, and assign work to building cleaning staff.
2. Inspect vacated rooms, corridors, service rooms or halls, stairs, public lavatories, lobbies, lounges and vending areas for cleanliness/order.
3. Report damages, losses and supply shortages to supervisor.
4. Receive any complaints and report to appropriate individuals for necessary action or adjustment.
5. Prepare/maintain necessary records/accounts.
6. Participate in periodic heavy cleaning tasks and routine housekeeping duties, as required.
7. Maintain inventory of linen/supplies.
8. Maintain lost and found control point.
9. Oversee safe use of cleaning equipment and supplies.
10. Perform other related duties, as assigned.

Minimum Acceptable Qualifications:

1. High school graduation or GED equivalent.
2. Two years of experience as a building cleaning worker.
3. Thorough knowledge of housekeeping procedures, cleaning materials and equipment.
4. Ability to supervise and work with employees for whom English is a secondary language and those having special needs.
5. Ability and willingness to respond to emergency situations.
6. Tact and resourcefulness in dealing with the public.
7. Ability to wear and use personal protective equipment as required.
8. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.

Additional Desirable Qualifications:

1. Experience in the institution to be served.
2. Supervisory experience.

4/26/06
System Approval

4/26/06
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

* Revised -- original approved 6/25/75, revised 3/5/79 and 2/17/95.