

## HOUSEKEEPING TRAINING ASSISTANT\*

### **Function of Job:**

Under general supervision of designated supervisor, to be responsible for providing appropriate adequate training to housekeeping personnel in order for them to perform their duties properly and safely.

### **Characteristic Duties and Responsibilities:**

1. Provide on-the-job training to new and continuing employees through initial and refresher classroom instruction in specific housekeeping procedures including proper mixing of chemicals, applicable policies/procedures, MSDS/Right to Know laws, use of equipment and safety practices.
2. Provide on-the-job training to new and continuing employees through initial and refresher classroom instruction on the proper methods of handling, cleaning areas and disposing of blood-borne pathogens/other body fluids.
3. Work in small groups or individually with special needs personnel to insure their proper understanding and good work habits.
4. Conduct follow-up inspections of work areas in conjunction with area housekeeping supervisors to see if any problems exist, especially in care/safety of equipment and proper use of chemicals/supplies.
5. Recommend, receive and test new products/equipment from vendors to evaluate their cost effectiveness, suitability and ease of use.
6. Maintain accurate records/files on employees trained, MSDS data, products and equipment.
7. Meet with supervisors and/or other appropriate personnel to discuss and keep them informed on all training-related subjects, including specific employee concerns or new information on safety/training methods.
8. Work with Director and managers to implement cost saving ideas.
9. Assist in any special campus-wide training project, as requested.
10. Perform other related duties, as assigned.

### **Minimum Acceptable Qualifications:**

1. High school graduation and five years of experience in a housekeeping operation, including some supervisory experience.
2. Thorough knowledge of appropriate housekeeping products/equipment, chemical usage and right-to-know laws.
3. Good communication and interpersonal skills.
4. Valid motor vehicle driver's license for the state of New Hampshire.
5. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including heavy work.
6. Ability to wear and use personal protective equipment, if needed.

### **Additional Desirable Qualifications:**

1. One year of specialized education.
2. Certification by National Association of Housekeeping Managers.
3. Experience in a college/university environment.

7/15/92

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System Approval

7/15/92

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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.**

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\* Revised - Original approved 5/22/90.