

HOUSEKEEPER (NY HELPS PROGRAM)

General Statement of Duties and Responsibilities

Under general supervision, is responsible for the housekeeping activities in a small to moderate size institution, or in an assigned unit of a large institution; performs related work.

Examples of Typical Tasks

Directs and administers the housekeeping program to keep the institution clean and orderly.

Supervises employees engaged in such tasks as operating polishing machines and automatic scrubbers; making beds; high dusting; cleaning day rooms, corridors and stairs; distributing and collecting linen; and collecting and disposing of rubbish.

Makes inspections to determine if cleanliness standards are being maintained.

Establishes work methods, standards and schedules with due consideration to traffic and work to be completed.

Trains subordinate personnel.

Arranges schedules for exterminators and window washers.

Evaluates effectiveness of housekeeping program.

Makes improvements in methods and techniques and studies new cleaning equipment and supplies.

Corrects or reports possible accident hazards.

Requisitions repairs for buildings, plumbing, and equipment.

HOUSEKEEPER (NY HELPS PROGRAM) (continued)

Examples of Typical Tasks (continued)

Prepares budget requests.

Maintains inventory, attendance, and other records.

Prepares reports.

Qualification Requirements

1. Completion of the eight grade plus two years of full-time paid experience in the performance of housekeeping activities for a large organization, such as a hospital, hotel, office or residential building, one year of which must have been in the supervision of subordinates engaged in a variety of such activities; or
2. A satisfactory equivalent. However, all candidates must have one year of supervisory experience as described above.

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Housekeeper (80710)” as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.