

SUPERVISING HOUSEKEEPER (NY HELPS PROGRAM)

General Statement of Duties and Responsibilities

Under general direction, is responsible for the housekeeping activities in a hospital center, or in a hospital with a housekeeping program of equivalent size or scope; performs related work.

Examples of Typical Tasks

Directs and administers the housekeeping program to maintain the hospital premises in a clean and orderly way.

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

Formulates plans for improving housekeeping programs.

Evaluates effectiveness of housekeeping program; studies new cleaning methods, equipment and supplies, and requisitions experimental quantities; makes revisions and incorporates new methods and techniques.

Is responsible for maintenance of housekeeping standards to effectuate germicidal control.

Maintains relationships with professional, administrative and maintenance staff of the center.

Formulates, plans for and directs training programs for subordinate employees.

Prepares budget requests for personal service and equipment and supplies.

May be responsible for the distribution and control of linen.

Makes inspections to determine if cleanliness standards are being maintained. Is responsible for maintaining records; prepares reports.

SUPERVISING HOUSEKEEPER (NY HELPS PROGRAM) (continued)

Qualification Requirements

One (1) year of permanent service in the title of Senior Housekeeper.

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 “Supervising Housekeeper (80760)” 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.