

EXECUTIVE HOUSEKEEPER

KIND OF WORK

Supervisory housekeeping work.

NATURE AND PURPOSE

An employee in this class supervises all housekeeping activities in a large state hospital or other institution.

The employee is responsible for supervising or inspecting the work of employees engaged in housekeeping work for conformance to established standards. Work also includes maintaining and issuing adequate clothing and linens for patients and the ordering and distribution of all household supplies. General direction is received from the business manager but the employee is allowed wide latitude in maintaining housekeeping standards; however, problems involving other departments are discussed in conference with department heads.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Schedules, supervises and inspects the work of ward and custodial employees for conformance to housekeeping standards; supervision of patient help may be involved.

Investigates laundry methods including the laundering of blankets and woolen materials.

Conducts in-service training programs to establish and maintain high standards of housekeeping.

Directs the functions of the clothesroom including marking and issuing of patients' clothing.

Directs the work of the sewing room to see that an adequate supply of clothing and linen is available.

Reports the need for repair work as it relates to ward housekeeping and checks to see that repair work is satisfactorily completed.

Makes recommendations with regard to interior decorating.

Develops a basic wardrobe for patients.

Makes necessary personnel and inventory records and requisitions for supplies.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of modern methods, materials and equipment used in housekeeping including knowledge of mending and sewing.

Working knowledge of health and safety precautions.

Working knowledge of interior decorating.

Ability to:

Ability to supervise the work of other employees in various housekeeping tasks.

Ability to instruct employees in housekeeping activities.

Ability to inspect the work of others for conformance with housekeeping standards.

Ability to estimate needs, requisition in advance for materials and supplies and keep necessary records.

Est.: 5/11/65
Ckd.: 1/18/68, 9/92

T.C.:
Former Title(s):