



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

EXECUTIVE HOUSEKEEPER GRADE 15 VALLEY VIEW CENTER FOR NURSING CARE & REHABILITATION

Applications are now being accepted for the position of Executive Housekeeper at the Valley View Center for Nursing Care & Rehabilitation. The work involves responsibility for planning, scheduling and supervising the housekeeping and laundry operations at the Orange County Residential Health Care Facility. The work is carried out in accordance with New York State Health Code regulations and local facility policies and procedures and involves maintaining a sanitary environment for residents including responsibility for facility pest control, refuse and garbage disposal, exterior window cleaning and compliance with the County recycling program. Work is performed under the general supervision of the Deputy Commissioner with leeway allowed for exercise of independent judgment in routine matters. Direct supervision is exercised over the work of personnel assigned to the Laundry and Building Services. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Associate's Degree in House and Medical Services Cleaning or related field and two (2) years of paid work experience in cleaning and building service operations, one (1) year of which was in a supervisory capacity; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience as defined in (A) above; OR
- (C) Eight (8) years of experience as stated in (A) above.

NOTES: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SALARY: County Employees - As per CSEA contract for Grade 15
New Hires - \$40.6109 per hour; \$84,470.67 annually (40-hour work week)

The successful candidate will be subject to a Criminal History Record Check.

Send Application and Three (3) References to Staff Resources:

Valley View Center for Nursing Care & Rehabilitation
2 Glenmere Cove Road
Goshen, NY 10924
(845) 862-5738

Or via email: LLaDue@orangecountygov.com

Open announcement until position is filled.

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page. Or download directly here: [Application for Employment Application](#)

An Equal Opportunity Employer
www.orangecountygov.com

*NOTE: This title may be filled in one of the below two manners:

- 1.) Through Non-Competitive appointment in accordance with the HELP Program; OR
- 2.) Appointment off the appropriate Civil service competitive list.

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