

ORANGE COUNTY CLASS SPECIFICATION

TITLE: EXECUTIVE HOUSEKEEPER **GRADE:** 15

TITLE ABBREVIATION: EXEC HOUSEKEEPER **TITLE NO.:** 6377

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** SM **FLSA CODE:** NE

DEPARTMENT: RESIDENTIAL HEALTH CARE SERVICES **DIVISION:** HOUSEKEEPING

SUPERVISOR'S TITLE: DEPUTY COMMISSIONER RESIDENTIAL HEALTH CARE SERVICES

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES:

1. Schedules personnel engaged in building services and laundry operations to insure facility coverage on shifts, seven days a week where applicable;
2. Prepares daily work assignments for building service personnel which includes but is not limited to: cleaning of resident rooms and day use areas, disposal of trash, transporting laundry to and from wings, cleaning rest rooms, office areas, furniture, floors, walls, stairwells, and equipment such as wheelchairs, etc.;
3. Requisitions and distributes cleaning and linen supplies and equipment required for the operation of the Housekeeping Sections;
4. Prepares work orders for maintenance division;
5. Plans and schedules large scale cleaning projects such as stripping and waxing floors and washing walls according to facility needs;
6. Maintains schedule for pest extermination and contacts appropriate contract service when problems arise in this area;
7. Provides in-service training to employees of Housekeeping and Laundry units and/or arranges for training through Staff Development programs;

- Continued -

8. Establishes departmental policies and procedures;
9. Establishes performance and safety standards;
10. Develops and monitors Continuous Quality Improvement program relating to departmental standards and practices;
11. Coordinates infection control practices with Nursing;
12. Prepares department budget for submission to Administration;
13. Provides written and/or oral reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of building cleaning practices, cleaning agents, supplies and equipment; good knowledge of New York State Health Code regulations which affect standards of housekeeping and laundry in a health care facility; good knowledge of agency policies and procedures as they relate to cleaning and laundry; working knowledge of laundry methods, materials and equipment; ability to plan, direct and supervise the work of others; ability to understand and follow oral and written directions; dependability; initiative; physical condition commensurate with the demands of the position.

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
- (B) Eight (8) years of experience as stated in (A) above.

Note: 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.