

Custodial/Housekeeping Supervisor

V82124

DESCRIPTION OF OCCUPATIONAL WORK

Under limited supervision, manages custodial and sanitation services to maintain high standards of sanitation required for bacterial infection control and accreditation or regulatory standards, and to ensure a clean, healthy, and orderly appearance in a variety of work, living, and/or recreational environments.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions in this class perform management of the day-to-day housekeeping activities. Administrative responsibilities include working with vendors, assisting with operational budgets, and supervising staff that perform custodial/housekeeping and laundry functions. Positions may be assigned work and require possession of knowledge, skills, abilities, and other attributes expected of positions supervised but the paramount and preponderant work at this level are the supervisory and administrative responsibilities.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Assigns and supervises work activities and monitors work schedules of assigned custodial/housekeeping and other employees to achieve work objectives and priorities and complete assignments and to balance workloads and leave schedules.

Trains, guides, and counsels assigned custodial/housekeeping and facility or program employees in work and safety practices, in the use and repair of service equipment, demonstrates new equipment and methods to develop employee performance capacities and ensure consistent application of policies, procedures, and standards.

Applies employee selection and performance management criteria and procedures to evaluate applicant capabilities and employee performance, to recommend personnel actions, and to record/document assessments made.

Confers with assigned custodial/housekeeping and facility or program employees to exchange information on work problems and to identify and explain solutions, work procedures, and policies.

Develops and implements standards, work methods and schedules for both regular and special duties in laundry, stockroom, and custodial areas.

Inventories, orders, and issues supplies and equipment to maintain an adequate stock and control its distribution.

Coordinates work unit operations with other agency/program units or sections.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the purpose of custodial/housekeeping operations and their relationship to other agency/facility units; federal, State, and other laws, codes, and regulations pertinent to operations assigned; the methods, equipment, chemicals, and other material used in custodial/housekeeping services; principles and practices of supervision of employees and management of work functions.

Ability to: organize, schedule, guide, and evaluate work activities of assigned employees; coordinate custodial/housekeeping operations with other agency/facility operations; identify and implement courses of action to improve custodial/housekeeping operations; develop and implement employee performance and work standards; determine equipment and supply needs.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience in housekeeping or custodial work, and two years of experience in supervising assigned workers.

OR

Coursework/training in supervision, management or organization of custodial/housekeeping activities and processes and two years' experience in custodial/housekeeping work.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

SPECIAL NOTES:

Work schedules may involve ten-hour or other extended workdays or work during evenings and weekends.

Some positions in this class may require an employee to possess a valid driver's license or the ability to provide independent authorized transportation to perform work-related travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).

Established: 03/22

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

| Section | Change Description | Effective Date |
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