

HOUSEKEEPER, LEAD**Nature of Work**

Under general supervision, performs work at the full-performance level as a lead worker in scheduling and/or reviewing the work of others, and guiding/training them while performing similar kinds of work. Work requires the completion of routine custodial tasks. Has little latitude to vary methods, procedures, or equipment used. Performs related work as required.

Distinguishing Characteristics

Work at this level includes the assignment, review and oversight of the work of two or more permanent, full-time employees. Performs related clerical work such as record or timekeeping.

Examples of Work

Dusts chairs, tables and other furniture or equipment.
 Washes windows, walls and woodwork.
 Sweeps, mops, and waxes floors.
 Gathers and disposes of refuse.
 Keeps bathrooms clean and supplied with linens and toilet tissue.
 Varnishes, shellacs and polishes furniture and brass.
 Shakes out bed linens and blankets, and makes beds.
 Sorts and folds linens and blankets.
 Keeps a record of linens and cleaning supplies used within a specific area or time period.
 Completes time reports and other appropriate paperwork.
 Trains new employees.
 Schedules, assigns, reviews, and oversees the work of other full-time employees.

Knowledge, Skills and Abilities

Knowledge of the methods, supplies, and equipment used to clean buildings, offices, and living areas.
 Knowledge of disinfecting areas for compliance to health standards.
 Ability to oversee and inspect the work of others for conformance to standards.
 Ability to understand, give and follow written and oral instructions.
 Ability to instruct and assist residents and other workers in their housekeeping duties.
 Ability to maintain inventories and other routine reports.

Minimum Qualifications

TRAINING Ability to pass a written test at the eighth grade level.

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HOUSEKEEPER, LEAD (CONTD)

Minimum Qualifications

EXPERIENCE: Two years of full-time or equivalent part-time experience in housekeeping or related work, at least one year of which must have been in an institutional or recreational setting.

Established: 7/16/92
Effective: 8/16/92