Franklin County Board of Commissioners
HUMAN RESOURCES

Franklin County Board of Commissioners
Classification Specification & Job Description

CLASSIFICATION TITLE: Housekeeping Supervisor	**CLASS NUMBER:** 30003	**FLSA:** Exempt
AGENCY/DIVISION: Public Facilities Management	**JOB TYPE:** Full Time, Classified	**PROBATION PERIOD:** 180
BARGAINING UNIT: Non-Bargaining	**PAY GRADE:** N14	**POSITION CONTROL #:** 034200
POSITION LOCATION: 373 S High Street, Lobby, Columbus, OH 43215	**TYPICAL WORK SCHEDULE:** Monday – Friday 7:00 AM – 4:00 PM	**SUPERVISOR (PCN):** Building Manager (034000)
JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED: Housekeeping Foreman (034210) Housekeeping Foreman (034230)		

CLASSIFICATION PURPOSE:
The primary purpose of the Housekeeping Supervisor classification is to review and monitor awarded housekeeping contracts, supervise staff, and ensures that all county facilities are properly cleaned and maintained.

JOB DUTIES:
Plan and supervise a variety of housekeeping activities performed by assigned staff. Assign personnel to county facilities and conduct in-house training. Conduct performance appraisals and disciplinary actions for assigned staff. Conduct daily and weekly inspections of staffs' work areas. Oversee preventative maintenance of equipment. Assist in the formulation of housekeeping specifications and review any new housekeeping products. Coordinate the schedules of assigned staff. Prepare budgets and monitor annual budget allocations. Maintain employee timesheet records (e.g., hours worked, overtime, sick/vacation leave accrual/usage). Prepare housekeeping reports, maintain inventory, and requisition housekeeping supplies and equipment. Act as liaison to department staff within PFM. Maintain good rapport with management and staff. Attend senior staff meetings as necessary. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:
Knowledge of inventory control; employee training and development; supervision; safety practices; agency policy and procedures. Skill in equipment operation. Ability to deal with problems involving several variables in familiar context; recognize safety warnings; maintain accurate records; establish friendly atmosphere as supervisor of work area; develop good rapport with management, staff, and the general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:
Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with three (3) years of housekeeping, commercial cleaning, or related experience.

Additional Requirements
No special license or certification is required.

Supervisory Responsibilities
Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

UNUSUAL WORKING CONDITIONS:
May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:
I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

_____ _____ _____
Employee Name Employee Signature Date