



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HOUSEKEEPING SUPERVISOR I

Job Number: 20000533

Job Code: 14110V151201

Job Group: 1400 - LAUNDRY AND HOUSEKEEPING

Job Established: 06/16/1982

Job Revised: 12/01/2015

Grade: 08 Salary (MIN - MID):

\$10,204-\$13,517 - Hourly

\$1,658.16-\$2,196.52 - 37.5 Hr. Monthly Salary

\$1,768.70-\$2,342.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises all housekeeping functions and employees in a small state park, state institution or facility setting, OR, serves as assistant supervisor in a large state park, institution or in the housekeeping/laundry area in a nursing facility; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

NONE

EXPERIENCE:

Must have two years of housekeeping duties in a commercial or institutional operation.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises all housekeeping functions in a small state park, state institution or facility setting. Maintains the general appearance and cleanliness of facility. Serves as the assistant supervisor to the executive housekeeping supervisor in large state park, large institution or in the housekeeping/laundry area of a nursing facility . Plans, assigns and inspects the work of housekeeping employees. Trains housekeeping/laundry employees in the proper performance of duties. Coordinates readiness and availability of rooms with park desk personnel. Maintains inventory of cleaning supplies, linen and laundry. Prepares and maintains records and reports of housekeeping operation.

UNIQUE PHYSICAL REQUIREMENTS:

Work typically involves some lifting.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

May risk exposure to chemicals associated with cleaning supplies.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.