

THE MEADOWS OF NAPA VALLEY

HOUSEKEEPING SUPERVISOR – JOB DESCRIPTION

Department: Environmental Services

Reports to: Facility Services Director

In the following job description:

E = Essential job duty

N = Non-essential job duty

POSITION PURPOSE:

The Housekeeping Supervisor is responsible to the Facility Services Director and to the residents ensuring the housekeeping staff provides a clean and sanitary environment. The Housekeeping Supervisor oversees the cleaning of the resident's apartments and common areas. Also assists in coordinating the cleaning activities and training of staff members, and is responsible for maintaining the facility in compliance with appropriate state and federal regulations. The Housekeeping Supervisor must have knowledge of fire, life and safety codes and Title 22 provisions that govern nursing homes and Assisted Living facility.

SPECIFIC RESPONSIBILITIES:

- E Oversees that housekeeping work order assignments are prioritized and fulfilled in a timely manner. Inspects completed work and monitors staff performance.
- E Responsible for developing employee's work schedules.
- E Oversees and monitors Housekeeping department activities for compliance with quality assurance program.
- E Ability to perform any of the needed cleaning tasks and laundry tasks, including floor maintenance procedures when staffing is not available.
- E Provides staffing needs during illness, vacation or any other absences.
- E Develops work standards, methods and procedures for efficient operations.
- E Coordinates and may move furniture and equipment throughout the building in order to clean, help arrange furniture for residents or to set-up for meetings and special events.
- E Ability in establishing relationship with contracted vendors. Monitor and control the inventory of housekeeping supplies. Keeps an inventory of housekeeping supplies. Order supplies in a timely manner.
- E Advises Facility Services Director concerning housekeeping changes, additions, and modifications.
- E Ability to remain objective and treat all staff equitably; promotes a safe and harmonious workplace and works to reduce staff injuries.
- E Attends department head meetings, Resident Advisory Meetings, and Department Safety meetings to keep abreast of overall needs on campus.
- E Continue to grow and develop in the field through current professional literature, attendance at workshops and institutes authorized by Facility Services Director.
- N Attend mandatory in-service meetings to keep abreast of changes in health, safety regulations, employee policies and emergency procedures.
- N Be knowledgeable of emergency procedures and act in a calm manner when there is an emergency.
- N Performs other tasks as assigned.

JOB SPECIFICATIONS:

Hours:

This is a non-exempt position is full-time, requiring a minimum average of forty (40) hours per week. Work hours shall remain flexible to meet the needs of the facility, its staff, operations, and community/industrial involvement. Reports directly to the Facility Services Director. Available by company cell phone.

Knowledge:

Requires knowledge of the housekeeping tasks, usually the result of minimal training and/or experience. Ability to understand written and/or oral instructions.(E) Ability to read and understand chemical and/or cleaning product label instructions (E). Supervisory experience.

Independent Judgment:

Must be able to use good judgment, make decisions and work independently. Work requires decision making (E) involving the analysis of the facts of a situation and the determination of what action should be taken with the limits of standard procedure. Supervisor may be consulted..

Relations with Others:

Job role requires regular interaction with staff, residents, trustees, families, volunteers and constituent groups concerning matters of importance to the organization. Requires a high level of tact, persuasion, judgment, and timing.

Working Conditions:

Moderate to heavy. Ability to perform moderately heavy lifting (50 lbs.) prolonged standing or walking, working from ladders, bending, stooping, twisting, and reaching.

Job Classification:

Category I

HIPAA Classification:

Minimal

Impact of Actions:

Controls areas of the organization which can have a major effect on its financial welfare. Actions may affect the work of others and the health and safety of residents.

Supervisory Responsibility:

Full supervision of Housekeeping Staff.

I understand and acknowledge that this job description/job analysis sets forth the basic tasks and duties of the job identified and shall not be considered a detailed description of all job requirements that may be needed to perform the job. The Meadows of Napa Valley's needs may necessitate performance of multiple other tasks, duties and responsibilities, including, but not limited to, assuming the responsibilities of other positions in order to deliver a high quality of service.

I further understand and acknowledge that The Meadows of Napa Valley reserves the right to revise and/or change job duties and responsibilities as needed.

Employee Signature

Date

Human Resources Signature

Date