

TITLE: Housekeeping Supervisor

SO/18

DEPARTMENT: Sheriff's Office, Fayette County

JOB SUMMARY: This position is responsible for the supervision of trustees in the upkeep and cleaning of Sheriff's Office facilities.

MAJOR DUTIES:

- o Supervises and participates in the cleaning of restrooms; stocks restroom supplies.
- o Reports needed plumbing and electrical repair needs.
- o Supervises and participates in mopping, vacuuming, dusting, and trash removal in all department areas, including break room and class rooms.
- o Supervises and participates in the cleaning of windows and doors.
- o Procures stock room supplies.
- o Supervises and participates in the stripping and waxing of floors.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of general housekeeping principles and practices.
- o Knowledge of departmental rules and regulations.
- o Skill in the use of job related tools and supplies.
- o Skill in the supervision of inmate workers.

SUPERVISORY CONTROLS: The Deputy Director of Administration assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include department policy. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related supervisory and custodial duties.

SCOPE AND EFFECT: The purpose of this position is to supervise and participate in housekeeping duties. Success in this position provides a clean and safe workplace.

PERSONAL CONTACTS: Contacts are typically with co-workers, vendors, and trustees.

PURPOSE OF CONTACTS: Contacts are typically to resolve problems and provide services.

PHYSICAL DEMANDS: The work is typically performed while standing, walking, bending, crouching, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office or stockroom. The employee may be exposed to machinery with moving parts and irritating chemicals. The work requires the use of gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has functional supervision over assigned Trustees.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

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- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.