



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

HOUSEKEEPING SUPERVISOR I

Job Number: 20000533

Job Code: 14110V230916

Job Group: 1400 - LAUNDRY AND HOUSEKEEPING

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 09 Salary (MIN - MID):

\$14,036-\$21,054 - Hourly

\$2,280.86-\$3,421.28 - 37.5 Hr. Monthly Salary

\$2,432.92-\$3,649.36 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

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.*

Serves as a shift, team, or assistant supervisor to housekeeping or laundry functions and employees in a state park, state institution or nursing facility. Performs housekeeping and laundry duties as required; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

NONE

EXPERIENCE, TRAINING, OR SKILLS:

Two years of housekeeping or laundry 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.*

Serves as a shift, team, or assistant supervisor to housekeeping or laundry functions and employees in a state park, nursing facility, state institution or nursing facility. Supervises and leads a shift or a team of employees. Oversees work for quality and guidelines compliance. Maintains the general appearance and cleanliness of facility. Serves as the assistant supervisor to the Housekeeping Supervisor II. 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. Assigns the work and supervises employees in the laundry facility of an institution. Inspects work to insure proper cleaning and finishing of laundry. Maintains inventory of laundry supplies and materials. Maintains proper working condition of laundry machinery. Instructs and trains employees in performance of duties. Explains policies and procedures to employees. Insures the cleanliness of machinery and work areas. Performs laundry duties.

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 or burns in operation of laundry machinery.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and may be 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 the position at issue. 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, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.