



## DUTCHESS COUNTY CLASS SPECIFICATION

## SENIOR HOUSEKEEPER

DATE ADOPTED: 3/1/23

LAST REVISION:

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### **DISTINGUISHING FEATURES OF THE CLASS:**

This work involves responsibility for organizing and supervising the efficient cleaning of the interiors of all buildings at the Community College. The work is carried out in accordance with established procedures on a scheduled basis. This class differs from that of Housekeeper II by virtue of the increased level of supervisory responsibilities. Work is performed under the general supervision of the Housekeeping Supervisor with leeway allowed for assigning work and scheduling personnel. Incumbent may be responsible for a specific shift. Direct supervision is exercised over a large number of cleaning personnel.

### **TYPICAL WORK ACTIVITIES:**

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assures that all cleaning operations are satisfactorily completed according to set schedule and standards;
2. Leads and participates in cleaning operations;
3. Schedules and directs individual cleaning personnel in order to adhere to the overall cleaning schedule;
4. May make recommendations regarding the employment, removal and discipline of personnel;
5. Submits daily report on work performed, maintenance requests, problems and suggestions;
6. Supervises and records supplies used by staff members;
7. Performs on the job training for new personnel and present staff as necessary;
8. Performs tests of new products as directed by Housekeeping Supervisor;
9. Ensures safety regulations are adhered to and advises staff of various regulations, procedures and policies in the use of appropriate gear, equipment and chemicals;
10. Directs staff and participates in snow and ice removal of assigned areas;
11. Writes work orders for repairs to buildings, building equipment and furniture;
12. Repairs, maintains, and replaces cleaning equipment for functional and safe usage such as vacuums, floor machines, auto scrubbers, pressure washers, electrical cords and ends, motors, brushes, belts, and drain hoses;
13. Leads and participates in work assignments as necessary;

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of principles, practices, tools and terminology of building cleaning; good knowledge of standard safety practices in the cleaning of buildings and use of equipment; skill in operating equipment and tools used in building cleaning; ability to supervise the work of subordinate cleaning staff; initiative; dependability; tact; physical condition commensurate with the demands of the position.



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**MINIMUM QUALIFICATIONS:**

Three (3) years of experience in the cleaning or housekeeping of a large institution, at least one (1) year of which must have been in a responsible supervisory position.

**SPECIAL REQUIREMENT:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**COUNTY USE ONLY:**

**BARGAINING UNIT/GRADE: CSEA/12**

**JURISDICTIONAL CLASSIFICATION: Competitive**

**REVISION HISTORY: 3/1/23 (F.K.A Supervising Head Cleaner)**