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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Housekeeping

**Class Series:** Housekeeping

**Grid:** 22

**Class Title:** Housekeeping Supervisor 3

### **I. Level Definition**

Positions at this level supervise over 16 Housekeeping Aides/Cleaners and perform a variety of housekeeping duties.

### **II. Typical Duties**

1. Supervises over 16 Housekeeping Aides/Cleaners by performing duties such as scheduling and co-ordinating work assignments, and determining related training and orientation requirements.
2. Performs and/or directs the performance of a variety of cleaning duties such as washing walls, windows and ceilings, scrubbing, waxing and polishing floors and stairways and vacuuming carpets.
3. Orders cleaning supplies and equipment.
4. Maintains related reports and records.
5. Acts as liaison with other departments.
6. Prepares budget estimates and monitors budget for assigned area.
7. Performs other related duties as assigned.

### **III. Qualifications**

#### **(1) Education, Training and Experience**

Grade 12, plus three years' recent related experience including six months' supervisory experience or an equivalent combination of education, training and experience.

#### **(2) Skills and Abilities**

- (i) Ability to communicate effectively both verbally and in writing.
- (ii) Ability to deal with others effectively.
- (iii) Physical ability to carry out the duties of the position.
- (iv) Ability to operate related equipment.
- (v) Ability to supervise.
- (vi) Ability to organize work.