
FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

Job Family: Housekeeping

Class Series: Housekeeping

Grid: 25

Class Title: Housekeeping Supervisor 4

I. Level Definition

Positions at this level are in charge of the Housekeeping function, carrying out related administrative duties and additionally may be responsible for other functional areas.

II. Typical Duties

1. Supervises designated staff by performing duties such as scheduling and co-ordinating work assignments, and determining related training and orientation requirements.
2. Recommends changes to facility decor such as painting and repairs, replacements and additions to furnishings; recommends relocation of furniture and equipment.
3. Prepares and monitors budget for assigned area. Orders equipment and supplies from suppliers.
4. Establishes and maintains linen inventory; oversees replacements of laundry and linen items; oversees repairs of patient clothing and manufacture of draperies; maintains related records.
5. Oversees and updates housekeeping standards and procedures; ensures safety practices and procedures are adhered to.
6. Performs other related duties as assigned.

III. Qualifications

(1) Education, Training and Experience

Grade 12, plus four years' recent related experience including one year in a supervisory capacity 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 supervise.
- (v) Ability to organize work.
- (vi) Ability to operate related equipment.