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## FACILITIES SUBSECTOR COLLECTIVE AGREEMENT BENCHMARK

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**Job Family:** Housekeeping

**Class Series:** Housekeeping

**Grid:** 17

**Class Title:** Housekeeping Supervisor 1

### **I. Level Definition**

Positions at this level supervise up to 4 Housekeeping Aides/Cleaners and perform a variety of housekeeping duties.

### **II. Typical Duties**

1. Supervises up to 4 Housekeeping Aides/Cleaners by performing duties such as scheduling, 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, waxing, scrubbing and polishing floors and stairways and vacuuming carpets.
3. Orders cleaning supplies and recommends the purchase of equipment.
4. Maintains related reports and records.
5. Performs other related duties as assigned.

### **III. Qualifications**

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

Grade 10, plus two years' recent related 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.