

INTERNAL/EXTERNAL**OPEN POSITION:** Housekeeping Department Head**DEPARTMENT:** Detention**DUTIES AND RESPONSIBILITIES:**

- Maintain the highest standards of cleanliness, safety, and conduct in the Housekeeping department
- Manage the daily activities of the Housekeeping department, which includes appropriate cleaning of all areas
- Assign, direct and supervise the Housekeeping staff
- Purchase, re-order and maintain housekeeping supplies and inventory
- Conduct pre-event inspections of all rooms (Lobby, Training room, etc.)
- Ensure the proper maintenance of all equipment, makes arrangements for repair and/or replacement of used and damaged equipment
- Make frequent inspections of all work, storage and cleaning areas to determine that regulations and directions governing housekeeping are followed to comply with safety and sanitation standards
- Review department performance and institute changes in techniques or procedures
- Develop employee work schedules, sign time sheets and maintain attendance records
- Provide orientation and job specific training to employees
- Other duties assigned

QUALIFICATIONS:

- Ability to maintain a budget
- Ability to effectively supervise employees
- Ability to physically perform all tasks associated with the position

SALARY:

- \$26,433.00 annual salary
- Excellent health coverage includes medication, prescription, dental and vision
- Public Employee Retirement Fund (PERF) traditional pension benefit

Interested candidates may submit letter of application/resume to Amanda Yukon, HR Clerical Secretary, no later than Monday, February 6, 2017.