

# MORGAN STATE UNIVERSITY JOB SPECIFICATON



## **HOUSEKEEPING CHIEF**

Class Code: 0877      FLSA Code: N/E (Non-Exempt)  
Pay Range: 10

### **JOB SUMMARY**

Under general supervision, supervises directly or through group leaders the work of housekeeping and maintenance teams assigned the night shift.

### **PRIMARY DUTIES**

1. Ensures all assigned functions are carried out for assigned shift.
2. Coordinates variety of supervisory decisions for shift, making adjustments as needed to cover manpower, equipment, supply, etc. problems.
3. Evaluates emergency service needs that arise during shift to determine level of action required. Contacts appropriate management level to bring in needed trade or maintenance teams. Monitors problems and provides follow up to the affected manager.
4. Provides on site supervision for the unscheduled emergency work teams or repair people.
5. Performs all duties of Housekeeping Supervisor II; participates in the work of assigned personnel.

### **Note:**

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

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**MINIMUM QUALIFICATIONS**

**EXPERIENCE:** Six years in housekeeping which include at least four years in a lead supervisory capacity and one year of basic maintenance support work.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Thorough knowledge of the procedures, equipment and supplies used in housekeeping. Skill in the use and maintenance of housekeeping tools and equipment; in the selection and application of housekeeping chemicals and supplies; in providing guidance and training to others; in overseeing a large housekeeping unit; in selecting applicants for employment. Ability to plan and supervise the work of assigned housekeeping personnel; to estimate supply and equipment needs; to read, write, and perform arithmetic calculations; to operate tools and housekeeping equipment; to work with chemicals and cleaning solutions; to understand and follow oral and written instructions; to lift and transport supplies and refuse; to wear and work in personal protective equipment and ability to write reports.

**OTHER:**

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

Candidates selected for employment may be subject to medical inquiries and/or medical examination to determine the ability to perform the job.