

## Housekeeping/Laundry Supervisor

The purpose of this position is to perform the duties of the department and supervise the day-to-day activities and operation of the Housekeeping/Laundry Department, in accordance with current state and local standards and guidelines. The Supervisor assures that the facility is maintained in a safe, clean, and sanitary manner, and that adequate laundry and linen are always available.

### Duties:

Maintain all records necessary to operate the department

Develop and implement cleaning schedules for housekeeping/laundry

Supervise proper care and use of housekeeping/laundry equipment

Orient new employees in the department

Ensure current and new staff follow all state and facility policies and procedures

Supervise use of supplies and ensure supplies are properly stocked

Attend in-service training as required for all staff and participate as necessary

Ensure that clean/soiled linen is being handled and properly

Follow all safety programs and participate in safety programs as appropriate

Schedule, train, and recruit staff members as needed

Accept assigned duties and assume Quality Assurance duties as needed

### Requirements:

Must be able to move intermittently throughout the workday

Must be able to push, pull, bend, reach and squat

Must have high school diploma or equivalent