

WINNEBAGO COUNTY JOB DESCRIPTION

**NON-BARGAINING
UNIT**

**STEP AND GRADE:
11E**

**DATE LAST PRINTED:
October 18, 2012**

JOB TITLE: Domestic Services Supervisor

B05N

Summary of Responsibilities

Supervises and coordinates the operations of Laundry and Housekeeping; assures the Nursing Home is clean according to specified State rules and regulations; schedules and assigns work loads to assure an adequate supply of clean laundry to all units and departments in the nursing home; performs water and washing tests to assure quality of operations; maintains inventory of uniforms.

Illustrative Examples of Work

1. Directs and supervises the operations of Laundry and Housekeeping; assures adequate supply of laundered articles and to assure the Nursing Home is clean, sanitary and free of odor according to Federal, State and Local ordinances.
2. Supervises staff, assigns duties, schedules work time and time off; interviews, recruits, and trains new employees; provides additional training, counseling or disciplinary measures as deemed appropriate.
3. Establishes through preset computerized cards, water temperature and pressure, amounts of soap, bleach and water softeners, etc. to be used in each washer; periodically tests water and cleaning agents on test cloths, adjust computerized cards accordingly.
4. Stores and maintains an inventory of linens, bedding, housekeeping supplies and equipment, and nursing home uniforms; interviews sales representatives; requisitions and makes recommendations on the purchase of linens, bedding, housekeeping and laundry supplies and equipment; and uniforms.
5. Sells uniforms to nursing home employees.
6. Participates in in-service training, committee meetings, fire drills, and maintains awareness of institutional housekeeping and laundry procedures and techniques.
7. Performs all duties in accordance with County policies and procedures.
8. Performs other duties as required or assigned.

Education and Experience

- High school diploma or equivalent.
- Three years progressively responsible duties in institutional housekeeping and laundry.
- Knowledge of the techniques, products and methods of institutional housekeeping.
- Skill in detecting variations from routine standards of cleanliness, whiteness, etc.

Abilities

- Ability to supervise subordinates.
- Ability to communicate both orally and in writing.
- Ability to establish and maintain working relationships with subordinates, co-workers, sales representatives and the general public.

Other

- Hepatitis B. - requires education and offer of immunization

Refer to the *Analysis of Essential Functions* form for the detailed physical requirements of this position.