

Housekeeping Supervisor

Contact: NORTHWELL HEALTH

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Job Description
As the Supervisor of Housekeeping you will supervise and coordinate work activities of assigned personnel to ensure clean, orderly and attractive conditions in the hospital building and offices.

Responsibilities Include:

Oversees housekeeping function on patient floors to ensure adequate staffing and equipment to maintain optimal patient environment.

Supervises housekeeping personnel. Develops and schedules work assignments, time off, holidays, and vacations to ensure sufficient coverage. Trains employees in the use of various equipment and solutions.

Inspects hospital areas to ensure satisfactory completion of work and takes corrective action as necessary.

Prepares activity and employee performance reports for submission to management, including reports on work completion, incidents and/or unusual circumstances.

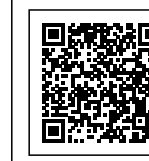
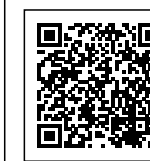
Distributes all necessary cleaning supplies and equipment to working staff.

Oversees trash removal from entire facility.

Qualifications
Knowledge of basic mathematics as normally required through completion of a High School education, required.

Minimum of three (3) years related work experience to ensure familiarity with technical and administrative aspects of housekeeping in a hospital environment.

Ability to communicate effectively.



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