

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

HOUSEKEEPER II

POSITION CODE: 19602
Effective: 4-1-70

DISTINGUISHING FEATURES OF WORK:

Under direction, plans, directs and supervises the work of Housekeepers I and other employees in furnishing, cleaning and maintaining adequate quarters for patients and employees in a moderate size state institution.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Schedules and supervises work of staff housekeepers, institution workers, patients and others.
2. Supervises cleaning and sanitation of patient or employee quarters.
3. Inspects patient or employee quarters for maintenance of proper housekeeping standards.
4. Maintains or supervises the maintenance of proper inventory records; requisitions necessary furnishings, equipment and supplies in conference with superiors.
5. Makes work orders covering maintenance and repair problems.
6. Compiles vacancy reports as required.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires no formal education.

Requires six months institutional or comparable housekeeping experience.

Knowledges, Skills and Abilities

Requires extensive knowledge of the methods, materials and equipment used in institution housekeeping.

Requires working knowledge of the preparation of requisitions and work orders.

Requires ability to use and instruct others in the use of electric and hand appliances ordinarily used in housecleaning activities.

Requires ability to plan and supervise the work of employees and patients performing general cleaning tasks.

Requires ability to house employees effectively and to promote harmony within the community groups.

Requires ability to handle inmate and student problems with patience and firmness if necessary.

Requires ability to maintain inventory records.