

Classification Specification Developed for Equal Opportunity	Class Title: Housekeeping Manager 2	BGSU Pay Grade: 7
	Major Agencies: County Offices, Universities	Code: 42132
		Jurisdiction: Cnty., Univ.

Function:
Under general supervision from higher-level housekeeping manager, business administrator or other administrative supervisor, acts as assistant to housekeeping manager 3 for large institution/facility; or plans & supervises all housekeeping activities, for all 3 shifts of medium-size institution/facility; or manages all housekeeping activities for 2 or more buildings for all 3 shifts at large institution/facility.

Rank	% Of Time	Essential Functions	Major Work Characteristics
1	35-55	Acts as assistant to housekeeping manager 3 in assessing & managing all housekeeping needs institution-wide for large institution/facility (i.e., more than 200 clients/beds in mental retardation facility, or more than 250 clients/beds in mental health facility, or more than 250 clients/beds in mental health facility, or where 25 or more housekeeping/custodial employees, including supervisory personnel, are on staff); or plans & supervises all housekeeping activities for all 3 shifts of medium size institution/facility (i.e., 100 to 200 beds/clients in mental retardation, or 100 to 250 beds/clients in mental health, or where 8 to 24 housekeeping/custodial employees, including supervisory personnel, are on staff, or where 300 to 400 youth are housed in Ohio Youth Services residential facility); or manages all housekeeping activities for 2 or more buildings, for all 3 shifts, at large institution/facility (i.e., more than 200 beds/residents at mental retardation facility, or more than 250 beds/residents in mental health facility).	Knowledge of (1) supervision/management, (2) housekeeping/custodial operations, procedures & safety practices; ability to (3) deal with problems involving several variables within familiar context, (4) establish friendly atmosphere as supervisor of work unit

Unusual Working Conditions:	Minimum Class Requirements: 18 mos. training &/or experience in housekeeping/custodial operations, procedures & safety practices which included budgeting & inventory control & 6 mos. training &/or experience in supervision.	Page 1 of 2
-----------------------------	--	-------------

Rank	% Of Time	Essential Functions	Major Work Characteristics
2	12-32	Develops procedures & standards for housekeeping/custodial activities; reviews & evaluates existing programs; participates in program & policy development.	Knowledge of 1, 2; ability to 3, (5) apply principals to solve practical everyday problems.
3	13-33	Maintains personnel & payroll records; supervises & assists in inventory control; approves supply & repair requests & prepares requisitions, participates in budget planning & preparation.	Knowledge of 1, 2, (6) inventory control, (7) budgeting; ability to 3, 5, (8) maintains accurate records.
4	5-15	Acts as liaison with other departments within agency or facility; advises management of housekeeping needs; maintains good rapport with residents & general public.	<p>Knowledge of 2, (9) public relations; ability to 3, 5, (10) maintain good rapport with residents & general public.</p> <p>*Developed after employment</p>

CLASS TITLE: Administrative Assistant 2

CODE: 63112