

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Housekeeping Foreman	<u>CLASS NUMBER:</u> 30002	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N10	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Shifts vary Monday – Friday 8:00 AM – 5:00 PM or 1:00 PM – 10:00 PM	<u>SUPERVISOR (PCN):</u> Housekeeping Supervisor (034200)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Varies		

CLASSIFICATION PURPOSE:

The primary purpose of the Housekeeping Foreman classification is to supervise and direct custodial workers in the performance of cleaning activities and custodial functions at county facilities.

JOB DUTIES:

Supervise and direct assigned custodial workers. Act on employee problems, reviews work for completeness. Prepare performance evaluations. Assist with interviewing applicants. Informs supervisor of discipline issues. Assist in the implementation of safety practices and training. Assist supervisor in the inspection of county facilities to ensure housekeeping activities are performed by contract vendors. Fill supply request and delivers supplies to housekeeping staff. Assist in inventory control of supplies and equipment. Purchase supplies and materials upon approval. Assists in contract compliance for housekeeping. Perform various cleaning duties and replenishes supplies when and where needed. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; supervision; safety practices; human relations; agency policy and procedures; interviewing. Skill in equipment operation. Ability to carry out simple instructions; deal with problems involving few variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; recognize safety warnings; interview job applicants effectively; prepare meaningful, concise and accurate reports; cooperate with coworkers on group projects.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with three (3) years of custodial experience.

Additional Requirements

No special license or certification is required

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline of other employees, or to act on employee problems.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date