

Assistant Housekeeping/Laundry Supervisor

Department: Housekeeping/Laundry

FLSA Status: Non-Exempt

Grade/Level:

Work Schedule:

Varied to meet facility need.

Job Status: Full Time

Reports To: Housekeeping/Laundry Supervisor

Amount of Travel Required: Occasional travel between care sites as needed

POSITION SUMMARY

Assume responsibility for Housekeeping/Laundry supervisor role and duties in his/her absence.

Assist Housekeeping/Laundry Supervisor in all work activities of facility laundry personnel and cleaning personnel in resident and public areas of all LB Homes entities.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Promote an attitude of safety by ensuring safe working conditions for employees and environment for residents.
- Direct activities for stopping the spread of infections in all LB Homes entities.
- Assist with inspection of work performed to ensure that it meets specifications and established standards.
- Plan, prepare and monitor employee cleaning assignments as needed under direction of Housekeeping/Laundry Supervisor.
- Perform or assist with laundry and cleaning duties as assigned and as necessary.
- Investigate complaints about service and equipment, and take corrective action under direction of Housekeeping/Laundry Supervisor.
- Check equipment to ensure that it is in working order.
- Assist in the selection of the most suitable cleaning materials for different types of linens, furniture, flooring, and surfaces.
- Work according to the Housekeeping/Laundry Safety Program.
- Follow all department and organization policy and procedures.
- Complete all tasks and assignments to meet infection control standards.

- Inventory stock to ensure that supplies and equipment are available in adequate amounts.
- Assist with establishment and implementation of operational standards and procedures for the departments supervised.
- Recommend or arrange for additional services, such as painting, repair work, renovations, and the replacement of furnishings and equipment.
- Recommend changes that could improve service and increase operational efficiency.
- Assist with screening job applicants and hiring new employees.
- Inform appropriate personnel of rooms ready for occupancy.

POSITION QUALIFICATIONS

Competency Statement(s) (List Core Values)

- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Decision Making - Ability to assist in making critical decisions while following company procedures.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Reliability - The trait of being dependable and trustworthy.
- Organized - Possessing the trait of being organized or following a systemic method of performing a task.

SKILLS & ABILITIES

Education : High School Graduate or General Education Degree (GED)

Experience : One to two years related experience

Computer Skills

Other Requirements

PHYSICAL DEMANDS

Physical Demands

Stand

C (Constantly)

Lift/Carry

10 lbs or less

C (Constantly)

Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	N (Not Applicable)	21-50 lbs	O (Occasionally)
Handling / Fingering	F (Frequently)	51-100 lbs	N (Not Applicable)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	Push/Pull	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	N (Not Applicable)

N (Not Applicable)	Activity is not applicable to this occupation.
O (Occasionally)	Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Vision (Near)
Sense of Sound (alarms)
Sense of Smell
Sense of Touch
Ability to wear Personal Protective Equipment (PPE) (gloves, goggles, masks, gowns)

WORK ENVIRONMENT

Prepared by: _____ Date: _____
Employee Signature: _____ Date: _____

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.