

**Rockingham County**  
**Department of Human Resources**

**Career Opportunity**



Position Title: Housekeeping Supervisor

Dependent on Experience

Department: Environmental Services

Posted: 03/07/2019

Closing: Until Filled

Status/Shift: Full Time, Alternating weekends,  
holidays and some shifts

Salary Range: **\$17.74 - \$24.55**

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**Purpose/Scope:**

Maintains the cleanliness and appearance of the Rockingham County Rehabilitation and Nursing Center, and outlining buildings, personally or through subordinate workers.

**Essential Job Functions:**

- Ensures all health and safety regulations, rules and procedures are followed; advises the Director of any safety issues.
- Supervises and assists housekeepers.
- Checks activity and events schedule and plans/sets-up the auditorium accordingly.
- Oversees the daily cleaning and maintenance of housekeeping equipment.
- Fields calls from other departments and addresses needs and requests.
- Supervises the issuance of supplies in housekeeping and new linen supplies, maintains usage records and maintains inventory.
- Trains and orients new employees.
- Develops and monitors Housekeeping Quality Assurance projects.
- Interpersonal and public relations with proven communication skills, both verbal and written.
- Must be able to work hours as scheduled based on the requirements of the position and department.

**Critical Outcomes:**

- Provide leadership of housekeeping employees and staff, to ensure quality assurance is achieved and delivered to nursing home.
- Achieve optimal cleanliness of the nursing home, to support the residents' wellness, ensuring the highest level of health and safety for residents and staff.
- Ensure appropriate levels of staffing, utilizing established staffing requirements, to maintain professional presentation and cleanliness of the nursing home and other buildings.

**Knowledge, Skills, and Abilities Required:**

- Associates degree or equivalent from a two-year college or technical school; and
- Three to five years of experience including supervisory experience and/or training; or
- Equivalent combination of education and experience;
- Basic computer skills;
- Knowledge of industrial laundry equipment.
- Certified Healthcare Environmental Services Professional, preferred.

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**Submission Requirements:** Employment application required. Resume and cover letter optional.

**Apply to:** Human Resources Department

**Email:** [careers@co.rockingham.nh.us](mailto:careers@co.rockingham.nh.us)

Applications can be found online at: [www.rockinghamcountynh.org/careers](http://www.rockinghamcountynh.org/careers)

**Mail or Drop off Applications to:**

**Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833**

***EQUAL EMPLOYMENT OPPORTUNITY***

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.