

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

DOMESTIC SERVICES SUPERVISOR

JOB DESCRIPTION

Employees in this job plan, direct, participate in, and supervise a clothing, dining room, housekeeping and/or laundry service. The employee works within administrative guidelines, regulations, and work directives; plans and supervises the overall activities of the designated areas; and supervises the work of subordinate employees.

There are five classifications in this job.

Position Code Title – Domestic Services Supervisor-1

Domestic Services Supervisor 8

The employee serves as a first-line dining room shift supervisor serving approximately 200 meals per and supervising at least five employees.

Position Code Title – Domestic Services Supervisor-2

Domestic Services Supervisor 9

The employee serves as a first-line assistant supervisor in housekeeping services supervising more than ten domestic service employees; assistant supervisor in laundry operations sorting, washing, extracting, and tumbling less than 750,000 pounds (dry weight) per year of linens and clothing, or supervisor in a dining room of a facility housing in excess of 750 residents.

Position Code Title – Domestic Services Supervisor-3

Domestic Services Supervisor 10

The employee serves as an assistant housekeeping supervisor reporting to a Domestic Service Supervisor 11; a housekeeping supervisor of a custodial service supervising more that fifteen domestic service employees; an assistant supervisor in a laundry processing more than 750,000 pounds (dry weight) per year; or a supervisor in a laundry processing less than 750,000 pounds (dry weight) per year.

Position Code Title – Domestic Services Supervisor-4

Domestic Services Supervisor 11

The employee serves as a supervisor for the total housekeeping service supervising more than thirty-five domestic service employees; or a supervisor in a laundry processing more than 750,000 pounds (dry weight) per year.

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Position Code Title – Domestic Services Supervisor-5

Domestic Services Supervisor 12

The employee directs the entire clothing, custodial, dining room, and laundry operations at a facility.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Studies manuals, menus, schematics, and/or work orders; establishes goals and objectives; plans, organizes, assigns, and directs activities as described in established standards to ensure sufficient labor and efficient use of equipment, materials, and supplies; and revises work procedures to meet service needs as necessary.

Establishes and controls supply budgets, reviews supply usage records, requisitions supplies, and maintains adequate supply inventory.

Directs and enforces the overall sanitation and safety procedures for conformity to prescribed policies, regulations, and rules.

Provides orientation training and assignments to new employees.

Works with professional staff to stay abreast of changes in the residents' product needs; tests new products for quality, serviceability, and acceptability; and maintains products' specifications.

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Develop and conducts training sessions for employees in fire fighting and prevention, job skills, safety practices, use of equipment and supplies, and work regulations and techniques.

Consult with planning developer in reviewing and making recommendations on renovation or construction plans and equipment requests for existing and/or new buildings as it relates to the domestic workers service.

Develop policies and procedures to ensure uniformity of custodial, dining room, and/or laundry practices.

Ensures budgetary control; maintains inventory of custodial, dining room, and/or laundry equipment and furnishings; and determines maintenance, repair, and replacement needs. Directs, or makes minor maintenance adjustments and repairs to custodial, dining room, and/or laundry equipment and furnishings.

Responds to building occupants' concerns regarding facility cleanliness.

Inspects and evaluates physical condition of the interior of buildings (s) and submits recommendations for furnishings, painting, relocation of equipment, and reallocation of warranted space.

Administers regulations governing the use of office facilities during non-work hours.

Studies, tests, evaluates, and implements new custodial and/or laundry equipment, policies, and procedures.

Plans, directs, participates in, and verifies dining room set ups; serving techniques; preparation of beverages, desserts, and salads; apportioning of food for compliance with prescribed, regular, and/or modified diets; cleaning and sanitizing of food service premises; and washing dishes and silverware.

Inspects and directs the cleaning of laundry premises to ensure compliance with sanitary standards.

Develops washing formulas, directs their uses, and verifies compliance with directives.

Runs wash and wear tests on materials to determine the best wearing materials available for agency purchasing program.

Performs related work as assigned.

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JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 8-10 levels and thorough knowledge is required at the 11 and 12 levels.

Knowledge of the current trends, equipment, machines, methods, policies, practices, procedures, and supplies of a large-scale clothing, custodial, dining room, and/or laundry service; including the maintenance and operation of the equipment.

Knowledge of the qualities, adaptability, and uses of cleaning compounds, equipment, materials, and tools used in a large-scale clothing, custodial, dining room, and/or laundry service.

Knowledge of the numbers and types of workers necessary to staff a large-scale domestic services organization.

Knowledge of standards of sanitation and cleanliness in a large-scale clothing, custodial, dining room, and/or laundry service.

Knowledge of the occupational hazards; and the safety rules, regulations, and procedures required in administering domestic service programs.

Knowledge of personnel policies and procedures, and supervisory and training techniques.

Knowledge of supply and equipment purchasing, receiving, and storage.

Knowledge of institution management, which includes, but is not limited to, accounting, administration, budgeting, and requisitioning procedures.

Knowledge of vector control practices.

Ability to plan and lay out domestic service duties, work schedules, and training programs; and maintain work standards.

Ability to plan, direct, and supervise the operations of a large-scale clothing, custodial, dining room, and/or laundry service.

Ability to instruct, supervise, and train employees.

Ability to maintain inventories, and requisition supplies and equipment.

Ability to maintain records, and prepare correspondence and reports.

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Ability to understand, review, and make recommendations on construction and renovation plans.

Ability to communicate with others and maintain favorable public relations.

Working Conditions

Work is performed in an office setting, housekeeping area, dining room, or laundry area.

These positions may involve exposure to a variety of cleaning solutions, moving heavy furniture, and operating a variety of types of equipment.

Physical Requirements

The job duties require an employee to move heavy objects.

Education

No specific type or amount is required.

Experience

Domestic Services Supervisor 8

Two years of experience equivalent to a Domestic Services Aide 6 working in a dining room.

Domestic Services Supervisor 9

Three years of experience equivalent to a Domestic Services Aide 6 working in a dining room; two years equivalent to a Domestic Services Aide 6 in a custodial or laundry service or a Launderer 6; or, one year equivalent to a Domestic Services Aide 7 in a custodial service or a Domestic Services Supervisor 8.

Domestic Services Supervisor 10

Four years of experience equivalent to a Launderer 6; two years equivalent to a Domestic Services Supervisor 8; or, one year equivalent to a Domestic Services Supervisor 9.

Domestic Services Supervisor 11

Three years of experience equivalent to a Domestic Services Supervisor 8; two years equivalent to a Domestic Services Supervisor 9; or, one year equivalent to a Domestic Services Supervisor 10.

Domestic Services Supervisor 12

One year of experience equivalent to a Domestic Services Supervisor 11.

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Special Requirements, Licenses, and Certifications

Certain positions may be assigned subclass codes and individuals appointed must possess the required specialized experience.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

DOMSRVSPV

Job Code Description

Domestic Services Supervisor

Position Title

Domestic Services Supervisor-1

Domestic Services Supervisor-2

Domestic Services Supervisor-3

Domestic Services Supervisor-4

Domestic Services Supervisor-5

Position Code

DOMSSPV1

DOMSSPV2

DOMSSPV3

DOMSSPV4

DOMSSPV5

Pay Schedule

NERE-005

NERE-006

NERE-007

NERE-008

NERE-009

ECP Group 3
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TeamLeaders