

Arkansas Department of Career Education

INSTITUTIONAL SERVICES SUPERVISOR (Floor Crew) Job Vacancy Announcement

Recruitment Period: August 31, 2016 through September 14, 2016

Position Number: 22081526 Class Code: S084C Grade: C104

Entry Level Salary: \$17,102.00

The Arkansas Career Training Institute (ACTI) is recruiting for a/an INSTITUTIONAL SERVICES SUPERVISOR (Floor Crew) position. The Institutional Services Supervisor is responsible for overseeing and monitoring custodial and minor maintenance activities in building facilities and supervising laundry room functions in an institutional setting. This position is governed by state and federal laws and agency/institution policy. This position is located at ACTI in the Environmental Services Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached INSTITUTIONAL SERVICES SUPERVISOR Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

Employment Application Procedure

Apply online through the Arkansas State Jobs website at www.arstatejobs.com. Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., September 14, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

Arkansas Department of Career Education
INSTITUTIONAL SERVICES SUPERVISOR Functional Job Description

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Position Summary

The Institutional Services Supervisor is responsible for overseeing and monitoring custodial and minor maintenance activities in building facilities and supervising laundry room functions in an institutional setting. This position is governed by state and federal laws and agency/institution policy.

Education and Professional Work Experience

The formal education equivalent of a high school diploma; plus two years of vocational training and/or experience in housekeeping. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

Job Duties and Responsibilities

Supervises a staff of housekeeping/custodial/laundry personnel by interviewing, recommending for hire/termination, training, assigning and reviewing work, counseling, and evaluating the performance of incumbents. Schedules and supervises the collection and cleaning of soiled articles from units, inspects cleaned articles, and may direct re-cleaning, mending, or other actions as necessary. Monitors workers engaged in counting, folding, ironing, and delivering cleaned items to insure proper distribution. Conducts inspections of building facilities to determine custodial and/or maintenance needs. Establishes standards and procedures for work of custodial/housekeeping staff. Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment. Inventories stock to ensure that supplies and equipment are available in adequate amounts and writes purchase orders for needed items. Maintains records and prepares reports on cleaning and minor maintenance activities. Performs other duties as assigned.

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INSTITUTIONAL SERVICES SUPERVISOR Functional Job Description

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Job Duties and Responsibilities continued

Knowledge of supervisory practices and procedures. Knowledge of custodial maintenance practices and techniques. Knowledge of cleaning materials and equipment used in custodial and maintenance work. Maintain adequate cleaning supplies on floor crew equipment. Maintains Van log records. Ability to prepare written documents to other departments and staff. Ability to conduct inspections to determine compliance for required standards. Ability to lift 50 lbs. or more. Must be able to operate heavy machinery. Applicant must be able to walk on wet and dry surfaces due to the nature of the job.

Supervises minimal staff, by training, assigning, reviewing work, and monthly staff performance reports. Strips, waxes, buff floors as needed. Assist the Laundry if needed and maintenance machinery. Conducts inspections of building facilities to determine floor re-surfacing. Establishes standards and procedures for staff duties. Conducts staff training, explains work procedures, and demonstrates use and proper cleaning of maintenance equipment. Inventories cleaning supply stock to ensure supplies and equipment are available in adequate amounts when needed and requests cleaning supplies as needed. Reports minor maintenance work orders. Maintain daily accountability of facility keys. Will be required to drive state van to deliver soiled or clean linen to and from the Laundry. Required to transport floor equipment to and from buildings. Performs other duties as assigned.