



Support Services Division

Location of Vacancy: Forsyth, Georgia

September 2, 2014

Job Announcement # 14-09027 **Application Deadline:** September 19, 2014

Job Title: Housekeeping Supervisor (Food Service)
(Full-time position)

This is an Unclassified Position and therefore employment is at-will.

Salary: \$ 2,084.40 monthly
\$25,012.80 annually

Benefits Included: In addition to the salary, a generous benefits package which includes employee retirement plan; deferred compensation; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and dependent care spending accounts are offered.

Duties & Responsibilities: This position is assigned to the Food Service/Cafeteria area and may supervise and participate in the disassembly, sanitation and re-assembly of a variety of equipment. Under general supervision, identifies and prioritizes work through daily inspections, work orders and unscheduled sanitation issues; ensures work assignments are timely completed within state, federal and agency guidelines; reviews completed work for quality control; initiates general work orders for facilities maintenance; trains assigned staff and inmate labor in the proper and safe use of equipment, supplies and chemicals; oversees the usage of supplies and equipment to ensure proper usage and efficiency; and performs housekeeping tasks as needed. Responsible for the supervision of state inmate workers and other staff.

Minimum Requirements: One year of experience in a supervisory or lead worker capacity in an institutional housekeeping or similar program. Must possess strong interpersonal communication and organizational skills.

Essential Functions require prolonged standing and walking, and the ability to lift or move up to 75-80 pounds of equipment or supplies.

Other Remarks: This announcement is open to anyone meeting the minimum qualifications.

Selected candidate subject to criminal records background and drug screening clearance.

To Apply: Submit a completed application to the Human Resources - GPSTC; 1000 Indian Springs Drive; Forsyth, Georgia 31029, no later than 5:00 p.m. of the deadline date. A separate application for each position being applied for is required. Job title and announcement number **MUST** be listed on the application. Applications should be filled out carefully, completely and must be signed. Incomplete applications can result in applicant not being considered for the vacancy. All qualified applicants will be considered but may not necessarily receive an interview. Initial screening is by application review only. Only those applicants selected for interview will be contacted for interview appointment.

Additional job information on above position may be obtained by contacting the GPSTC Human Resources at 478-993-4411. If you have a disability and need assistance or accommodation to participate, please notify Human Resources.

Link to job application: <http://www.gpstc.org/about-gpstc/welcome-to-gpstc/employment-at-gpstc>

Equal Opportunity Employer