

Job Title: Housekeeping Supervisor (kitchen area)	Announcement Number: 15-08021
Division: Support Services Division	Application Period Opens: 08/03/2015
Salary: \$2,084.48 monthly (\$25,013.76 annual)	Application Deadline: 08/31/2015

<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Open to All Qualified Applicants.	<input type="checkbox"/> Open Only to Current GPSTC Employees (part-time & full-time).*
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Duties & Responsibilities: This position supervises and performs the duties required in the clean-up and sanitation of the food service area and equipment. May supervise and participate in the disassembly, sanitation and re-assembly of a variety of equipment. Performs housekeeping duties in other areas during staff shortages and as workload demands. 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 work performed by state inmate workers and other individuals.

This position is currently assigned to the second shift hours of 11:00 a.m. – 7:30 p.m., but is subject to schedule adjustment should workload require a change.

Required Knowledge, Skills, and Abilities:

- Must be self-motivated, focused, dependable, and trustworthy.
- Must possess excellent oral and written communication skills.
- Must have good time management and organizational skills and have ability to multi-task.
- Must regularly exercise good customer service skills.
- Must possess the ability to assign and supervise the work of state inmate workers and other individuals.

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

Minimum Training & Experience:

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.

Other Remarks: Selected candidate subject to criminal records background and drug screening clearance. Interview process may include a practical exercise to identify strengths/weaknesses of typing skills.

To Apply: Submit a completed employment application to Human Resources - GPSTC; 1000 Indian Springs Drive; Forsyth, Georgia 31029, no later than 5:00 p.m. of the deadline date.

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

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 GPSTC Human Resources at employment@gpstc.org or (478) 993-4411. If you have a disability & need assistance/accommodation to participate, please notify GPSTC Human Resources.

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