

**CITY OF NEW YORK  
DEPARTMENT OF CORRECTION  
JOB VACANCY NOTICE**

<b>Civil Service Title:</b> Supervising Housekeeper	<b>Level:</b> N/A
<b>Title Code No:</b> 80760	<b>Salary:</b> \$41,415 - \$46,799 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Supervising Housekeeper	<b>Work location:</b> Riker's Island
<b>Division/Work Unit:</b> Environmental Health	<b>Number of Positions:</b> 2
<b>Job ID:</b> 264468	<b>Hours/Shift:</b> Day Tour
<b>Job Description</b>	
<p>The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States providing for the care and custody of persons accused of crimes or convicted and sentenced to one year or less of jail time. The Department manages 12 inmate facilities, 9 of which are located on Rikers Island. In addition, the Department operates two hospital Prison Wards (Bellevue and Elmhurst hospitals) and court holding facilities in each borough. During Fiscal Year 2015, the Department handled over 67,000 admissions and managed an average daily inmate population of approximately 10,240 individuals.</p> <p>The DOC seeks to recruit two Supervising Housekeepers whose main function will be housekeeping activities at the West Facility on Rikers Island. The selected candidate will be responsible for the following.</p> <ul style="list-style-type: none"> <li>• Directs and administers the housekeeping program within DOC Facilities in order to maintain the premises in a clean and sanitary manner;</li> <li>• Supervises housekeeping staff and maintain schedules;</li> <li>• Evaluates effectiveness and formulates plans for improving housekeeping programs;</li> <li>• Ensures that all assigned areas and equipment are cleaned, sanitized and disinfected;</li> <li>• Provides training to employees on the proper practices and procedures regarding cleaning/sanitizing (including stripping &amp; waxing of floors);</li> <li>• Trains employees on the proper usage of chemicals and equipment and also the handling of regulated medical waste;</li> <li>• Performing duties as assigned.</li> </ul>	
<b>Qualification Requirements</b>	
1. One (1) year of permanent service in the title of Senior Housekeeper	
<b>Residency Requirements</b>	
New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• Three years of supervisory experience.</li> </ul>	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for <b>Job ID# 264468</b>  For all other applicants: Go to <a href="https://a127-jobs.nyc.gov">https://a127-jobs.nyc.gov</a> and search for <b>Job ID# 264468</b>  Submission of a resume is not a guarantee that you will receive an interview.  Only candidates under consideration will be contacted.</p>	
<b>Post Date:</b> 9/21/16	<b>Post Until:</b> 10/6/16

**The City of New York and the Department of Correction are Equal Opportunity Employers**