

MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

DATE: May 16, 2018

DEPARTMENT: Maintenance Department

POSITION TITLE: Housekeeping Supervisor

STATUS: Full-time – 40 hours/week

SALARY RANGE: \$12.00 - \$14.00 per hour
(Based on Experience and Qualifications)

DEADLINE: Inside/Outside Applicants: May 25, 2018
(Applications and/or resumes received or postmarked after deadline will not be considered)

QUALIFICATIONS: High School Diploma/GED or equivalent
Previous Supervisory experience preferred
Available to work 2nd and/or 3rd Shifts
*Valid Motor Vehicle Operator's License
*Pass all pre-employment screening.

Assists the Facilities Superintendent to oversee housekeeping personnel. Assigns work assignments to housekeeping personnel and inspects areas for cleanliness. Handles and resolves complaints about housekeeping issues. Trains new housekeeping staff. Performs housekeeping duties such as mopping, dusting, empty wastebaskets, vacuuming, and other housekeeping duties as assigned to assist when other personnel are absent.

If interested, send completed Application and Resume, either by mail, fax or in person by the deadline to:

Muskingum County Human Resources Department
Attn: Pam Davis
Muskingum County Courthouse
401 Main Street
Zanesville, Ohio 43701
Fax: 740-588-4300

EOE