



BOB RILEY
GOVERNOR

STATE OF ALABAMA
**DEPARTMENT OF MENTAL HEALTH
AND MENTAL RETARDATION**

SEARCY HOSPITAL

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JOHN M. HOUSTON
COMMISSIONER

BEATRICE J. MCLEAN
FACILITY DIRECTOR

AN EQUAL OPPORTUNITY EMPLOYER
ANNOUNCEMENT OF INTENT TO FILL A VACANT NON-MERIT POSITION

JOB TITLE: Housekeeping Manager I

ANNOUNCEMENT #: 07-33

JOB CODE: M5500

POSITION #:

SALARY: (62) \$25,317.60 - \$38, 515.20 (Annually) **DATE:** 6/14/2007
Effective 9/1/2007 - \$26,203.20 - \$39,864.00 annually

JOB LOCATION: Searcy Hospital, Mt. Vernon, AL

QUALIFICATIONS: Graduation from a standard senior high school. Considerable experience (48 months) in housekeeping work, including some experience (12 months) in a supervisory capacity

KIND OF WORK: This is responsible supervisory housekeeping work at a state mental health facility. An employee in this class plans, directs, and monitors the housekeeping program. Work involves providing on-the-job and classroom training for housekeepers with special emphasis on the protection of the health and safety of clients. Supervision is exercised over a large staff of housekeepers engaged in housekeeping and sanitation work. General supervision is received from an administrative supervisor and is reviewed through conferences, reports, and accomplishments.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to communicate effectively orally and in writing, Knowledge of usage of housekeeping equipment; Knowledge of safety and sanitation regulations and requirements

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their training, experience, and applicants should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. Drug Screening Required. Security clearances will be conducted on prospective applicants being serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official Application for Professional Employment (Exempt Classification) which may be obtained from this office. Applications should be returned to

SEARCY HOSPITAL, OFFICE OF HUMAN RESOURCES, P.O. BOX 1090, MT. VERNON, ALABAMA 36560 by **UNTIL FILLED** in order to be considered for the position.

COPIES OF LICENSES/CERTIFICATIONS SHOULD BE FORWARD WITH YOUR APPLICATION OR FURNISHED DURING INTERVIEW. AN OFFICAL COPY OF ACADEMIC TRANSCRIPTS IS REQUIRED AND MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE OFFICE OF HUMAN RESOURCES AT THE ABOVE ADRRESS. DRUG SCREEING REOURIED.