



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

JOB DESCRIPTION

Job Title: **Housekeeping Supervisor**

FLSA Status: Non Exempt Hourly

Status: Full Time

Reports to: Facilities Director

Revision Date: 1-2019

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Responsible for coordinating the cleanliness and sanitation of the facility. Performs and supervises staff in cleaning assigned areas, including mopping, dusting, and trash removal. May complete duties related to window washing, snow removal, groundskeeping, and other related responsibilities. Must work well with others, demonstrate positive Y values to members and staff and be a self-motivated team player.

ESSENTIAL FUNCTIONS:

1. Maintains cleanliness of all areas of the building and grounds. This includes but is not limited to: mopping, dusting, sweeping, trash removal, recycling, vacuuming, cleaning mirrors and windows, disinfecting toilets and sinks, seasonal activities dealing with snow removal and salting and general cleaning of restrooms & locker rooms.
2. Hires, trains, supervises, schedules and evaluates part-time housekeeping staff to ensure all tasks are completed as required and scheduled. Approves payroll of part-time staff.
3. Maintains and organizes equipment, supplies and closets. Replaces damaged or broken equipment or orders replacements when supplies are low. Notifies supervisor of any necessary major purchases for approval. Works within budget
4. Schedules and performs deep cleaning tasks as needed. Provides emergency cleaning services promptly, and in accordance with safety guidelines.
5. Ensures YMCA building and property is secure during shift and follow emergency procedures and safety precautions including procedures for reporting all accidents, incidents and hazards.
6. Cleans up blood or bodily fluids which could contain bloodborne pathogens
7. Operates related motorized and non-motorized equipment
8. Assists in YMCA fundraising activities and special events.
9. Accepts additional assignments as deemed appropriate, within the scope of the job description

YMCA COMPETENCIES: (Team Leader)

Mission Advancement: Reinforces the Y's values within the organization and the community. Effectively communicates the benefits and impact of the YMCA's efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. High school diploma or GED required.
2. Two or more years of related experience required.
3. Ability to read and interpret instructions, procedures, manuals, and other documents.
4. Ability to report and record maintenance requests.
5. Adequate verbal and written communication skills as required.
6. Must be able and willing to develop:
 - a. Knowledge of cleaning methods and equipment.
 - b. Basic understanding of the upkeep and care of equipment.
 - c. Understanding of cleaning compounds and chemicals, and their safe, efficient use.
 - d. Willingness to learn and share new and better methods of cleaning
 - e. Must be detail oriented and exhibit a high degree of accuracy
 - f. Must demonstrate initiative and sound judgment
 - g. Must possess beginning computer skills using Microsoft applications
7. CPR certified by YMCA within 30 days and completion of other internal trainings as required.

PHYSICAL DEMANDS

- Sufficient physical strength and agility to carry out essential duties.
- Must be able to lift 50lbs.
- Ability to erect and stand on ladders and platforms at heights up to 30 feet.
- Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
- Clean equipment, and operate motorized equipment as needed.
- Ability to work in conditions that will create dirt and dust.
- Ability to perform essential maintenance to facility or equipment which may involve, but not limited to the following activities: semi – reaching to full-reach overhead; crouching; kneeling; shoveling; carrying, working in narrow and/or confining spaces: underground, overhead, and at ground level; twisting of the waist, shoulders, and legs; and lying on stomach and/or back.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____