

Housekeeping Supervisor



INCUMBENT: Vacant
REPORTS TO: Facilities Manager
LOCATION: Bowling Green, KY
STATUS: Full-time, Non-exempt
DATE: Open Until Filled

DESCRIPTION

The Housekeeping Supervisor will oversee and provide housekeeping services throughout the Museum facilities and grounds to ensure a clean and healthy environment for Museum guests and staff. The Housekeeping Supervisor's responsibilities include assigning tasks to the housekeeping staff, monitoring cleaning supplies, and ensuring that the housekeeping staff complies with all safety and sanitation policies, especially those concerning museum-specific standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform nightly quality checks.
- Assist with scheduling.
- Coordinate with Museum staff to identify cleaning and scheduling needs.
- Participate in the hiring process for new housekeeping staff.
- Train new housekeeping staff and be vigilant about adhering to museum-specific standards.
- Monitor cleaning supplies.
- Nightly clean and sanitize common use and high-touch areas throughout the Museum including restrooms, conference areas, touch pads, door handles, counters, etc.
- Regularly inspect grounds, buildings, and other community areas daily to minimize liability concerns and ensure excellent curb appeal inside and outside the Museum.
- Respond to emergency cleaning requests quickly and efficiently.
- Maintain and clean offices, lobbies, restrooms, breakrooms, and other high-traffic areas.
- Collect / empty trash and recycling receptacles.
- Dust, vacuum, sweep, and mop floors.
- Clean glass and doors.
- Complete all scheduled daily assignments within designated time frames and inform manager at the end of the day of any assignments not completed.
- Properly use all cleaning chemicals and equipment in accordance with the MSDS product standards and Museum procedure
- Remove garbage and recycling daily.
- Replenish cleaning supplies and maintain proper storage of chemicals and consumables.
- Assist the Events and Facility Rental team with hands-on support as needed.
- Responsibilities are not all inclusive, additional duties may be assigned.

EDUCATION/EXPERIENCE

- High school diploma or equivalent is required.
- One year of supervisory experience is preferred.
- Prior related work experience is preferred.

QUALIFICATIONS

- Be a well-organized and self-directed individual who is a team player.
- Possess effective written and oral communication skills.
- Demonstrate the ability to initiate the completion of daily tasks.
- Ability to multi-task and pay strong attention to detail.
- Intermediate knowledge of equipment operation and maintenance.
- Demonstrated technical and professional skills in job-related areas.
- Ability to follow safety procedures at all times.
- Ability to calculate basic math.
- Ability and availability to work any shift when needed.
- Ability to complete multiple tasks and high volume of work on deadline.
- Valid state driver's license required.

ESSENTIAL PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended periods of time.
- Ability to function in physical positions such as standing, stooping, bending, turning, twisting walking, kneeling, squatting, and climbing ladders.
- Ability to lift and carry up to 50 lbs. on a regular basis.
- Ability to work indoors and outdoors in various weather conditions and temperatures.
- Must have sufficient mobility to move around the office and the community.