



Position Title: **Housekeeping Manager**

Last Updated: December 2020

Reports To: Director of Physical Plant

Status: Exempt-Staff Salaried
Permanent Full-time

Schedule: Calendar Year: Base 40 hours per week
Actual hours assigned per the needs of the Physical Plant Department
Monday through Friday-Some weekend and special event coverage as necessary

Benefits: Full benefit eligibility
Tuition Remission Eligible - No

Summary Description:

The Manager of Housekeeping oversees the housekeeping/custodial staff and contractors performing housekeeping duties. Responsible for developing and facilitating campus housekeeping programs to ensure clean, orderly, and attractive conditions in all public spaces throughout campus facilities. This is a working supervisory position. Manager of Housekeeping will be expected to support housekeeping staff when timing or workload dictates. The manager is also on call to respond to any issue that might arise within the department.

Essential Functions:

- Assigns work to and supervises housekeeping employees
- Oversees the second shift supervisor, and the management of the evening staff
- Establishes standards and inspects housekeeping employee's work for adherence to standards for quality, and completeness on a regular basis
- Conducts planning and organizational meetings with housekeeping/custodial staff
- Manages department budget for the purchase of supplies and equipment as well as the staff payroll budget
- Determines material, equipment, and supplies needed for projects. Assigns and transfers equipment and personnel from project to project as necessary
- Keeps time sheets and other routine records
- Plans work schedules to ensure adequate coverage. Arrange staffing to cover vacations, illness or other absences
- Supervises the preparation of buildings for the opening and closing of school, reunion weekend, summer camps and other special events
- Stays current with industry changes relative to industrial supplies, equipment, and methods of delivery – especially "green" options. Evaluates and approves the use of new products and makes appropriate changes to housekeeping protocol.
- Helps gather information to support facility planning and works with Director of Physical Plant to develop capital projects plans
- Maintain inventory of supplies and equipment for department. Researches available vendors and pricing.
- Coordinates work with other plant departments to avoid conflicts during projects
- Supervises the organization and cleanliness of housekeeping facilities and housekeeping work vehicle
- Supervise organization of school provided tools and equipment to ensure their availability and ability to be used safely as needed
- Perform all work in a neat, safe, energy conscious and professional manner and supervise staff to do so as well
- Monitor and report all equipment, system and work site safety concerns to Director of Physical Plant and Manager of Safety and Compliance

- Train new personnel
- Perform annual staff reviews
- Assist other campus staff when necessary and work with other departments when assigned by the Director to ensure the overall safety and smooth operation of the school

Additional Responsibilities:

- Assist with set ups for School functions as necessary
- Respond to after hour plant emergencies as needed
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Other duties as needed or assigned by Director of the Physical Plant

Qualifications:

- Three to five years institutional maintenance experience preferably with direct knowledge of independent schools
- CPO certification (Certified Pool Operator) – (will be expected to attend course upon hire if not otherwise obtained)
- Knowledge of cleaning methods, equipment, and supplies for institutional buildings
- Working knowledge of occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties
- Solid computer skills including working knowledge of Word, Excel, Outlook, Internet
- Strong organizational skills for multitasking and prioritizing responsibilities as situations arise and priorities may change frequently and rapidly
- Must be able to work intuitively and independently as well as part of the Physical Plant team to carry out the mission of the physical plant and the school as a whole
- Demonstrated leadership skills as well as excellent interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students, and other constituents of the school
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Possess a valid driver's license
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular consistent attendance and punctuality is required as a condition of employment

Physical Qualifications:

The person in this position:

- Will successfully complete post offer employment physical
- Can remain in a stationary position for extended periods of time, i.e. Standing/sitting
- May need to bend, lift (up to 50 lbs.), push, kneel, crouch, crawl, stoop
- Will use of hands and fingers for manipulation and using tools
- Will use specific vision abilities required include close vision, distance vision, color vision and depth perception
- Climbs step stools, ladders, staging, or man lifts to a height of 20 feet.
- Has the ability to carry full trash containers, housekeeping equipment, and deliver supplies.
- Has the ability to perform physical labor such as moving furniture, equipment, lifting, and carrying bulky or heavy items

Working Environment:

- While performing the duties of this job, the employee regularly is exposed to work near moving mechanical parts
- The employee may be exposed to wet or humid conditions
- The employee may be exposed to outdoor weather conditions
- The employee may be exposed to high noise environments
- The employee may be exposed to dusty environments
- The employee may be exposed to chemicals and solvents used in the process of performing routine tasks

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects the administration's assignment of essential functions; and nothing in this herein restricts the administration's right to assign or reassign duties and responsibilities to the job at any time.

All job requirements are subject to possible modification to reasonable accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.