

Evening Facilities Supervisor

Job Summary:

Responsible for overseeing and managing all aspects of evening and weekend housekeeping operations to ensure a clean, safe, and comfortable environment for our members and guests.

Hours 2 PM to 10PM four weekdays and one weekend day (8 hour day – hours TBD)

Salary \$22.00 - \$24.00/hr

Primary Duties and Responsibilities:

- Manage and supervise the housekeeping staff including outsourced staff.
- Train new and existing personnel in cleaning procedures and ensure that all facility security and safety rules are being observed.
- Develop and implement cleaning and maintenance standards for all areas of responsibility.
- Establish and maintain cooperative working relationships; treat others courteously and with respect.
- Coordinate with other departments to ensure efficient delivery of housekeeping services.
- Address complaints or concerns regarding housekeeping services promptly and effectively.
- Ability to work weekends.
- Maintain inventory of housekeeping supplies.
- Resolve issues/problems and coaches and counsels housekeeping team members to ensure a quality operation.
- Conduct comprehensive inspections to check the completion of work assignments and to ensure the building is ready to open the following day.
- Manage room set up for special events.
- Close building at the end of the day.
- Works closely with and communicates with the Director of Facilities, and Site Director on weekends to report important incidents or concerns daily.
- Other responsibilities as requested by management.

Skills, Education and Experience

- Minimum of one year of maintenance experience.
- Supervisory experience
- High School diploma required.
- Excellent communication, interpersonal abilities, organizational and time management skills
- Ability to speak Spanish a plus.

- Knowledge of Microsoft Office.

Physical Requirements:

- Must be able to traverse property and facility to inspect and diagnose building issues.
- Must be physically able to perform minor repairs when needed.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift 25 pounds at a time.
- Must possess a valid drivers' license.