



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARKVIEW HUNTINGTON FAMILY YMCA

Job Title: **Housekeeping Supervisor**
FLSA Status: Full-time non-exempt
Reports to: C.O.O.

Dept. Code: 02
Wage: \$15-\$17/hr.
Revision Date: 01/9/2024

POSITION SUMMARY:

The Parkview Huntington Family YMCA is searching for a highly qualified Housekeeping Supervisor to maintain our facilities and improve the membership experience. The individual will be responsible for leading housekeeping systems, overseeing the continuous improvement of the housekeeping process and training and supervision of the housekeeping team.

Full-time position includes a family YMCA membership, discounted programs, paid holidays, PTO, and retirement.

ESSENTIAL FUNCTIONS:

1. Perform general cleaning and custodial work, including floor care; vacuuming, sweeping, mopping. Emptying trash cans, dusting, cleaning windows, cleaning locker rooms, cleaning restrooms, laundry, operating battery-powered floor cleaners and other various housekeeping tasks based on a schedule created by the facility management team
2. Perform routine cleaning tasks
3. Maintain inventory levels to maintain efficient and sustain cleaning operation.
4. Schedule, train, supervise and motivate employees for the housekeeping department
5. Operate equipment properly and promptly report any problems.
6. Maintain a professional appearance, positive attitude, and manner reflective of YMCA standards.
7. Ability to comply with a part-time flexible schedule, which may include weekends, early mornings, evenings, and occasional holiday hours.
8. Reflect and uphold the mission and core values of the YMCA when dealing with YMCA and community members.
9. Must be highly self-motivated, professional, and be able to work independently.
10. Attend staff meetings and trainings as required.
11. Willingly perform other duties as assigned.



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YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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.

PREFERRED QUALIFICATIONS:

1. One year or more of related experience.
2. Knowledge of cleaning products and equipment.
3. Ability to work independently without constant supervision.
4. Possesses mature judgment and sound decision-making.
5. Excellent organizational and prioritization skills
6. Ability to respond to safety and emergency situations.
7. Ability to report and record maintenance items
8. Embody the mission, vision, and core values of the YMCA.
9. Effective communication skills, ability to relate to people of all ages and backgrounds.

PHYSICAL DEMANDS

1. Ability to physically perform all essential functions of the position.
2. Ability to lift and control a minimum of 50lbs.
3. Ability to work with paint, cleaning equipment, chemical compounds, solvents, cleaners, and solutions in dry, liquid, powder, spray, and aerosol forms.
4. Ability to work various early or late hours.