



## Housekeeping and Facility Usage Coordinator/Supervisor

Reports to:	Director of Maintenance
Department:	Student Affairs and Operations
Status:	Full-time or Part-time
Salary:	TBD

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### **Summary**

Directs and coordinates institutional housekeeping services to ensure clean, orderly, and attractive conditions of entire campus by performing the following duties personally and via housekeeping personnel. Also coordinates conferencing, building usage, rentals, special events, classes and related services within the GRACE community.

### **Essential Duties:**

- Coordinate and support all facility usage with faculty, staff, students, tenants, and user groups to maintain areas for classes, athletics, performances, and special events, and organizes parking / attendant support for these events.
- Coordinate setup/clean-up for all campus activities, and monitors campus trash and assist in minor entrance snow removal specific to special event usage.
- Benchmark cleaning standards and times for housekeeping staff to ensure that facilities are maintained in a healthy, safe, and sanitary manner.
- Coordinate, schedule, and train housekeeping volunteers, student employees, and janitorial services on campus.
- Solicit new business and renew established contracts to promote rental of facilities and grounds to meet revenue goals.
- Monitor condition of facilities including furniture, fixtures, and equipment; inspect for and correct damage incurred during usage.
- Maintain inventory with broad knowledge and organization of janitorial supplies, in work areas in an organized and safe manner.
- Demonstrated in-depth knowledge to operate, maintain, repair, and perform preventative to janitorial equipment.
- Broad knowledge of modern cleaning equipment and chemicals; able and willing to keep abreast of industry changes, best practices and regulatory requirements.
- Ability to interpret, evaluate, prioritize and perform multiple tasks simultaneously.
- Recommend and prioritize facility and equipment upgrades for functionality, efficiency, and aesthetics.

- Coordination, safety training, and record keeping of Right-to-Know information in conjunction with HR.
- Align duties within allotted budget and propose yearly budget.
- Other responsibilities as assigned by supervisor and/or senior leadership
- Directly supervises 10-30 student housekeeping employees.
- Interviewing, hiring, and training employees; planning, assigning, and directing work; critiquing performance; rewarding and disciplining employees; addressing complaints and problems; maintaining time clock accuracy of employees and submitting reports.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Education/Experience – Formal education is preferred but not required. Four years of experience in building, or institutional housekeeping/custodial work, including two years in a supervisory role.
- Must effectively demonstrate the skills and ability to teach those skills listed below to others:
  - Cleaning and maintaining various flooring surfaces including applying finishes and carpet cleaning
  - Proven record of cleaning and sanitizing washrooms, showers and locker rooms
  - Cleaning and care of glass, wall surfaces and window coverings
  - Able to clean all building fixtures, surfaces, and furniture safely
  - Adept at training and using chemicals in a safe manner
  - Track record of finishing assigned tasks effectively within limited time
  - Foster outstanding customer service skills with student employees
- Computer Skills – Possess a working knowledge of computer applications. Must have the ability to accurately and efficiently perform required computerized tasks, with the ability to learn new technology quickly.
- Customer Service Skills – Effective written and verbal communication skills required. Frequent interaction with students, parents, and agencies requires positive customer relations and ability to work with diverse populations. A pleasant and helpful demeanor will assist in the favorable development and maintaining of relationships.



- Comprehensive Skills - Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals.
- Decisiveness/Reasoning - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Sound decision making, problem solving, prioritization skills, and prompt follow up are key elements.
- Self-Starting Team Player – Must display the ability to be a team player, yet have the self-driven to work independently, take initiative, and perform with minimal supervision.
- Physical Demands – A minimal amount of travel is required as needed for updates and professional development and various recruiting events. While performing the duties of this job, the employee is regularly required to sit, and use hands to type. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move 50 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Acknowledge Jesus Christ as personal Lord and Savior and demonstrate personal maturity and godliness, growing in conformity to the image of Christ.

A genuine interest in the ongoing success of Grace Bible College and the support of the mission statement of “Graduating Godly Individuals Prepared to Serve Christ in Church

