



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

HOPKINS COUNTY FAMILY YMCA

JOB DESCRIPTION

TITLE:	Housekeeping Supervisor	DEPARTMENT:	Maintenance
INCUMBENT:			
EXEMPT OR NON EXEMPT	Non Exempt; Non Salaried	DIRECT SUPERVISOR:	Maintenance Director
DATE EFFECTIVE:	Immediately		
BUDGET ACCOUNTABILITY:		# PEOPLE SUPERVISE:	3-4

Location Madisonville, Kentucky

Part-time, non salaried, 30 hours per week

Anticipated Work schedule: day shifts; times may vary based on need.

Position Summary:

The YMCA Housekeeping Supervisor is responsible for all cleaning duties as outlined in our housekeeping checklist as well as; supervision of 3-4 staff, communicating inventory to YMCA Maintenance Director, ensuring that members experience a top-notch clean facility.

Essential Functions

1. Ensures Y is attractive and clean by completing all duties listed on the daily schedule and maintains upkeep of assigned area and equipment. May perform wet and dust mopping, dusting, trash removal, recycling, window washing, pool cleaning, painting, vacuuming, and general cleaning.
2. Operates related motorized and non-motorized equipment.
3. Records and reports all needed repairs; repairs as directed or reports repairs to Maintenance Director.
4. Ensures YMCA building and property is secure during shift and report incidents and hazardous conditions to Maintenance Director.
5. Replaces soap, paper towels, and other supplies.
6. May set up furniture for events.
7. Coordinate special projects with other departments to maintain facility.
8. Supervise Janitorial Staff holding them accountable

