



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

## HOPKINS COUNTY FAMILY YMCA

### JOB DESCRIPTION

<b>TITLE:</b>	Housekeeping Supervisor	<b>DEPARTMENT:</b>	Maintenance
<b>INCUMBENT:</b>			
<b>EXEMPT OR NON EXEMPT</b>	Non Exempt; Non Salaried	<b>DIRECT SUPERVISOR:</b>	Maintenance Director
<b>DATE EFFECTIVE:</b>	Immediately		
<b>BUDGET ACCOUNTABILITY:</b>		<b># PEOPLE SUPERVISE:</b>	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

9. Communicate with staff concerning: duties, discipline, etc...
  10. Document issues with staff
  11. Notice areas that are underserved and address accordingly.
  12. Holds bi-weekly staff meetings to address areas of concerns or upcoming projects.

## **YMCA Competencies:**

**Mission Advancement:** Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

**Collaboration:** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

**Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

**Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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.

This description is a summary of the functions of this position. Other duties may be assigned as needed. The YMCA reserves the right to review and adjust this job description as business needs dictate.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved by CEO Date