



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BATH AREA FAMILY YMCA JOB DESCRIPTION

Job Title: **Housekeeping Coordinator**

FLSA Status: Exempt

Reports to: Facilities Director

Revision Date: 11/11/2021

Leadership Level: Organizational Leader

Primary Function/Department: Facilities

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility. The Housekeeper Coordinator provides leadership and support to the housekeeping staff, while maintaining the cleanliness of the Bath Area Family YMCA and the Landing YMCA and is responsible for maintaining a clean and sanitized facility.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

- Responsible for cleaning and sanitizing assigned areas including locker rooms, restrooms, and common areas.
- Duties regularly involve mopping, dusting, vacuuming, trash and recycling removal, window washing, and refilling of supplies, paper products, soap dispensers, etc.
- Provides on the floor supervision of housekeeping team.
- Plans team members weekly shift schedules.
- Plans the work assignments for the shift.
- Inspects the work of team members for compliance to prescribed standards of cleanliness.
- Investigates complaints regarding housekeeping service and equipment and takes corrective action.
- Responds to housekeeping calls or ensures the at the calls are responded too in a timely fashion.
- Coordinates work activities among departments.
- Observes and reports on facilities conditions, which require attention and/or repair.
- Maintains high level of cleanliness for all areas of the property.
- Conducts orientation training and in-service training to explain policies, work procedures, and to demonstrate use and maintenance of equipment.
- Inventories stock to ensure adequate supplies.
- Makes recommendations to improve service and ensure operation is more efficient.
- Advises Facility Director on supplies and new equipment purchases.

The Y: **We're for youth development, healthy living, and social responsibility.**



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Job Specifications

- Knowledge of cleaning chemicals and equipment, such as but not limited to vacuums, floor machines, scrubbers, extractors, and high lifts.
- Maintains inventory of cleaning supplies in work areas.
- Effectively uses safety equipment and follows all safety and health procedures when using chemicals and equipment and maintains accurate MSDS Safety Sheets.
- Performs other jobs as assigned by the direction of management.
Requires lifting up to, but not limited to 50 lbs.
- Must demonstrate ability to perform multiple tasks simultaneously.
- Must demonstrate proficient communication skills, written and verbal.
- Must be flexible with schedule.

LEADERSHIP COMPETENCIES:

- Emotional Maturity
- Inclusion
- Developing Self & Others

QUALIFICATIONS:

- Previous cleaning experience is preferred.
- A positive, helpful attitude.
- Reliable transportation.
- The ability to communicate effectively with co-workers, Y members, and the public.
- The ability to read, interpret and follow instructions, schedules, procedures, manuals, and other applicable documents
- Knowledge of cleaning procedures and equipment, cleaning products, and their safe, efficient use.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Sufficient physical strength and agility to carry out essential duties, to repeatedly lift 50 lbs. throughout a shift.
- The ability to erect and stand on ladders and platforms at heights up to 6 feet.
- The ability to work with cleaning equipment, chemicals, and solutions in dry, liquid, powder, spray, and aerosol forms.
- The ability to work in conditions that will create dirt and dust.
- The ability to perform tasks essential to cleaning/maintenance to facility or equipment which may involve, but not limited to the following activities: semi-reaching to full-reach overhead, crouching, kneeling, carrying, pushing, pulling, twisting of the waist, shoulders, and legs.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature



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Today's date: _____