

# HOUSEKEEPING SUPERVISOR

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**JOB TITLE:** Housekeeping Supervisor

**RESPONSIBLE TO:** Executive Director

**DEPARTMENT:** Auxiliary Staff

**CLASSIFICATION:** Non-Exempt (hourly)

**COMPENSATION/BENEFITS:** Negotiable compensation with benefits (health, retirement)

**POSITION BRIEF:** The Housekeeping Supervisor is responsible for all aspects of facility cleaning, stocking, laundry and linen. The supervisor interacts positively with campers, staff, guests, and community members and responds to requests in a professional, timely manner.

## **QUALIFICATIONS:**

- **Education:** High School diploma or equivalent
- **Experience:** Candidate should have 2-5 years of facility support and supervision experience within the service sector. Bay Cliff experience preferred.

## **ROLE AND RESPONSIBILITIES:**

- Demonstrates strict adherence to Bay Cliff safety procedures and practices
- Establish departmental performance objectives
- Develop an annual deep clean action plan
- Analyze staffing needs and develop effective recruitment and retention practices for summer staff
- Makes recommendations for securing high quality staff while consistently implementing Bay Cliff hiring practices
- Provide training and on-going support for seasonal housekeeping/laundry and linen (L&L) staff
- Schedule, supervise and evaluate summer staff
- Evaluate, plan, coordinate, and implement summer schedules for housekeeping and L&L
- Provide/support/direct after-hour housekeeping and L&L needs/emergencies
- Order, track, and record supply purchases
- Make capital improvement recommendations
- Use technology tools (organize, track, and communicate) to advance organizational mission

## **OTHER RESPONSIBILITIES:**

- Organize, plan, and support volunteer work teams
- Assist in capital project discussions
- Assist departmental leaders with their assigned programs
- Other duties as assigned by the Executive Director

## **ESSENTIAL REQUIRMENTS:**

- **Interpersonal Skills:**
  - Demonstrate punctuality, dependability, and on-task behaviors
  - Effective, positive, team- member
  - Demonstrate the ability to consider/accept feedback from others

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- Demonstrate the ability to provide positive feedback promoting personal growth in others
- Ability to build strong relationships
- Commitment to be a positive role model and advocate for Bay Cliff
  
- **Knowledge and Skills:**
  - Highly organized
  - Flexible
  - Ability to prioritize
  
- **Cognitive Skills:**
  - Ability to organize and advance plan
  - Attentive to details
  - Excellent problem-solving skills
  - Ability to adapt a plan/project when necessary
  
- **Physical Requirements:**
  - Ability to move safely over uneven surfaces
  - Ability to stand and walk for extended periods of time
  - Ability to transport light to moderate objects short distances
  - Ability to lift or lower light objects from one level to another
  - Ability to climb stairs/ladders