

## Housekeeping Supervisor

Assist and work closely with the Director of Facilities to ensure the housekeeping needs of students, faculty and staff are met. Coordinates and supervises all aspects of daily and periodic cleaning to include: inspection of College to ensure cleanliness; supervises all housekeepers; determines appropriate staffing levels required for work projects; meets with occupants to monitor/ensure standards of cleanliness; may coordinate set up for events on campus.

### Qualifications:

A high school diploma or the equivalent is required, supplemented with three (3) years of progressively responsible housekeeping/custodial work experience, preferably in a hotel, hospital or residence hall facility and two (2) years supervisory experience.

### Knowledge, Skills, Ability:

- Knowledge of cleaning methods and materials
- Supervisory skills
- Customer service skills
- Written and verbal communication skills
- Interpersonal/human relation skills
- Ability to conduct custodial inspections
- Ability to plan and organize
- Ability to operate carpet extractor, floor buffers and various cleaning equipment

### Physical Requirements:

Heavy work – exerts from 30-45 lbs. of force often. Subject to inside and outside conditions, repetitive motors.

### Essential Functions:

- Supervise housekeeping personnel to ensure each housekeeper understands his/her assignment areas.
- Order materials, supplies, and equipment and ensure availability for housekeepers to accomplish their tasks.
- In absence of housekeeping personnel, reschedules other personnel and assists in accomplishing duties of absent personnel.
- Makes periodic inspections of dormitories and buildings. Discuss with assigned personnel any improvements which need to be made.
- Report to Maintenance necessary repairs, vandalism etc. which needs attention.
- Assist housekeeping personnel in such tasks as stripping/waxing floors.
- Coordinate housekeeping/custodial work for summer auxiliaries including weekend work and monitor linen supplies for groups.
- Perform other duties as assigned.

Qualified candidates are invited to send resume to the Director of Facilities, Brevard College, One Brevard College Drive, Brevard, NC 28712 or email to [ulreydb@brevard.edu](mailto:ulreydb@brevard.edu). Applicants may also complete an application in Brevard College's Human Resources Office in Beam Administration Building.

In order to provide a safe and productive learning and living environment, Brevard College conducts background investigations on all final candidates being considered for employment. Brevard College seeks to recruit and retain a diverse workforce, and encourages qualified candidates across all group demographics. Brevard College is an Equal Opportunity Employer.