



**Job Title: Housekeeping Supervisor**

**Hours: Monday-Thursday, 2:30 pm to 9 pm**

**Part-time (24hrs a week)**

**Required:** 2+ years of Housekeeping experience

### **Position Summary**

The housekeeping supervisor position manages the general upkeep and cleaning for Jessica's House, maintains cleaning supplies, operates cleaning equipment, and sanitizes surfaces indoors and high-touch surfaces.

### **Attributes and competencies for staff at Jessica's House:**

Jessica's House is a department of EMC Health Foundation. The parent corporation, EMC Health (formerly Emanuel Medical Center), was founded in 1917 to serve the ill of all social, ethnic, and religious backgrounds in its community. It is operated on behalf of the Board of Benevolence of the Evangelical Covenant Church. The mission, core values, and ethical guidelines of EMC Health Foundation are rooted in the historic Christian faith, and, still more broadly, the Judeo-Christian tradition.

- **Respect** – Demonstrates, through behavior and communication, respect for the work environment and colleagues. Takes care of communal space and considers how actions will affect others. Helps coworkers when able to make the jobs of others easier or more productive.
- **Accountability** – Accountable to others, and effective in promoting an accountable culture when working in teams. Willing to make appropriate sacrifices to meet team goals.
- **Compassion** – Exhibits compassion towards the children and families who seek our help and for fellow staff, trainees, and volunteers. Sensitive to the nature of Jessica's House.
- **Integrity** – Maintains high ethical standards. Exemplifies honesty with strong moral principles. When situations are ambiguous, is inclusive and collaborative when making decisions. Earns trust and maintains confidences.
- **Positive Attitude** – Consistently looks for the good in coworkers and workplace. Maintains enthusiasm for the work they do and the larger mission.
- **Adaptability** – Demonstrates an ability to learn quickly and adapts to changing environments.
- **Organization** – Able to work in a systematic manner; documents key processes as needed to allow transparency across other team members.
- **Efficiency** – Prioritizes tasks appropriately and focuses on higher priorities to produce key results with minimal wasted effort.
- **Persistence** – Demonstrates tenacity and willingness to take initiative and contribute to departmental and team goals.
- **Flexible work schedule** – Have the ability to work most evenings during the program year. Be flexible with other dates, weekends, and events as needed.

## **Housekeeper Job Duties**

- Daily clean and disinfect surfaces and supplies
- Sweep and mop floors
- Daily clean kitchen counters, fridges, sink, dishes, etc.
- Launder kitchen towels and fabrics from therapeutic spaces as needed
- Vacuum and clean carpets
- Wash windows
- Cleans and disinfects toilets and replenishes supplies such as toilet paper, soap, and paper towels
- Responds to urgent situations, such as spills, that require quick action
- Maintain cleaning supply inventory
- Operates and maintains equipment such as vacuums and floor cleaners
- Collects and removes trash from the building or space
- Notifies supervisor when major repairs, including structural issues or highly skilled tasks, are required
- Helps transition rooms and outdoor spaces with training/dining spaces as needed
- Reset rooms with furniture arranging, pillow fluffing, spot cleaning, etc.
- Monitors heat, cooling, and other environmental systems
- Maintains a level of security in the building, such as locking doors, storing keys, and using access codes for restricted areas and rooms
- Performs outdoor upkeep as necessary, including sweeping, blowing, and maintaining outdoor furniture, entrances, and walkways
- Work when closed to the public or during low-traffic periods
- Other duties as required.

## **Other Duties/Responsibilities**

- Complete the facilitator training for Jessica's House at the first available training after their start date

**Reports to:** Program Director