

# Job Description for:

## Foreperson of Housekeeping

**FLSA Classification**

Non-Exempt

**Employment Category**

Administrative Staff

**Reports to**

Asst. Director of Facilities

**Benefits Eligibility**

Full time benefits eligible

**Schedule**

Generally, 5 days per work week Monday through Saturday 6:00am – 2:30pm.  
Occasionally needed for additional support for special events and emergencies.

**Compensation Rate**

\$30-\$35 per hour

**Last Updated**

May 11, 2023

## Job Description

**Summary/objective**

Responsible for the day-to-day operations and supervision of the housekeeping team within the Facilities Department. Under the direction of the Assistant Director of Facilities and in coordination with other Fore People of Housekeeping, provide daily leadership and direction on all matters related to housekeeping for a team of 12 housekeepers across a 350-acre campus with buildings totaling over 500,000 square feet.

**Supervisory Responsibilities:**

- Maintains housekeeping supply inventory for designated areas.
- Prepares and/or receives various forms, logs, reports, or other documents associated with daily responsibilities of this position.
- Provide training to housekeeping staff



### Human Resources

- Ensure that all housekeeping staff comply with all safety and sanitation policies.
- Assign housekeeping tasks to staff and inspect to ensure that the prescribed standards are being met.
- In consultation with the Assistant Director of Facilities, schedule staff shifts and organize replacements as required.
- Issue cleaning supplies and equipment to housekeeping staff as needed.

### Essential functions

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Performs general cleaning and sanitizing tasks and services throughout assigned property.
- Uses cleaning cart to transport cleaning supplies.
- Cleans and disinfects bathrooms.
- Cleans and disinfects kitchen and dining areas.
- Wipes and dusts surfaces; cleans windows, mirrors, partitions, etc.
- Vacuums and cleans floors, rugs, furniture, and drapes.
- Mops and cleans hard surface flooring.
- Uses mechanical cleaning machines such as floor cleaners, steam cleaners, carpet cleaners, etc. to perform deep cleaning.
- Picks up and empties trash containers.
- Aids and participates in the setup and breakdown of special events.
- Notifies maintenance if something is not working properly.
- Performs other related duties as assigned.

### Competencies

- Strong verbal and written communication skills.
- Ability to work independently and handle multiple priorities and deadlines simultaneously.
- Ability to partner and coordinate with other teams and departments to accomplish the School's goals.
- Developing analytical and problem-solving skills as well as a strong customer focus.
- Respect for diversity of identities and experiences, an orientation toward equity and inclusion, and cultural competency in all aspects of School life.
- Organized with attention to detail.
- Developing managerial skills.



### **Human Resources**

- Ability to communicate effectively with a variety of community groups including students, parents, staff, faculty, and city/state officials.
- Ability to prioritize, plan, and organize work.
- Ability to analyze emergency situations accurately and take prompt action.
- Detail-oriented and thorough.
- Ability to remain discreet and respect the privacy of residents, tenants, and/or guests.
- Sufficient ability to read, write, speak, understand, and communicate in English to complete work efficiently, effectively, courteously, and to coordinate with other leaders within the department and across the organization.

### **Work environment**

- Typically, in various residential dormitories, classrooms, dining hall, function facilities, athletics facilities, offices, and various other indoor spaces.
- Sometimes out of doors in all weather conditions known to the New England environment.

### **Physical demands**

- Remain standing and walking for 8 hours per day regularly and up to 12 hours per day as needed seasonally.
- Ability to go up and down flights of steps.
- Ability to lift, push, and pull heavy objects.
- Ability to stoop, squat, bend, kneel, crouch, and lift.
- Ability to walk behind and safely operate complex mobile machinery.
- Must be able to lift, carry, and move, without assistance 20 pounds at a time regularly, 50 pounds frequently, and 100+ pounds occasionally.
- Ability to traverse various areas of the facility (including unpaved areas, dirt paths, uneven terrain, etc.) to conduct inspections and execute grounds maintenance.
- Ability to withstand exposure to inclement weather (rain, snow, sleet, freezing temperatures, etc.).
- Communication skills using the spoken and written word.
- Ability to see with normal parameters.
- Ability to hear within normal range.
- Reaching by extending hand(s) or arm(s) in any direction.

### **Travel required**



## Human Resources

- None

### Required education and experience

- Education sufficient to read, write, and speak as needed for the job.
- 5 years of experience in housekeeping with additional 2 years of supervisory experience or 10 years of experience in housekeeping with ability to demonstrate leadership qualities.

### Additional eligibility requirements

- Able to successfully complete CHRI, CORI, and SORI checks.

### Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

**To apply, please send an email with the job title in the subject line, explain why you are interested in this role, and attach your resume to [hr@mxschool.edu](mailto:hr@mxschool.edu).**