Job Title: Housekeeping Supervisor
Location: The Residence at Kenilworth Park, Washington, DC 20019
Hours: Full Time

Job Summary:
The Housekeeping Supervisor is responsible for overseeing the Housekeeping staff and its weekly schedule, ordering supplies, maintaining a clean and safe environment for Residents and staff by overseeing and performing cleaning duties assigned to Apartments, interior and exterior common areas, and amenities. The successful candidate will be enthusiastic, self-motivated, experienced, have a positive attitude and be able to work independently.

If you possess these skills and have the required experience and work well within a team environment, this may be the position for you.

Duties and Responsibilities:

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Supervise performance of and training of housekeeping staff including regular department meetings at effective intervals
- Maintain and manage the weekly work schedules via the company's specific platform(s)
- Manage inventory of department supplies and ordering of supplies
- Be knowledgeable of all relevant and applicable company policies, employee handbook
- Report staff and/or department issues immediately to Executive Director or Assistant Executive Director.
- Work in conjunction with Maintenance Director and maintenance department when applicable
- Cleans public areas and resident's apartments, including bathrooms, kitchens, patios & windows, floors, furniture and common areas.
- Perform laundry duties as assigned.
- Washes windows at reasonable heights throughout the community as requested.
- Keeps utility and storage rooms in clean and orderly condition.
- Disinfects and sterilizes equipment and supplies.
- Knowledge of proper and safe use of cleaning chemicals and supplies.
- Stock cleaning cart with supplies.
- Empty wastebaskets, and transports trash and waste to disposal area.
- Works cooperatively with Maintenance associates to ensure that trash and dumpster areas are clean.
- Completes Maintenance work order requests as required.
- Report resident issues or changes in health or living status promptly.
- Report potentially unsafe conditions or maintenance related issues promptly to Supervisor.
- May perform other duties as assigned.

Minimum Qualifications:

- Able to responsibly oversee, train and manage a workforce of 5 or more staff
- Able to communicate effectively and maintain high degree of professionalism
- Be familiar with Assisted Living Regulations as they relate to housekeeping services and resident rights
- Able to operates cleaning equipment such as: iron, washer & dryer, brooms, mops, vacuums, etc
- Able to work various schedules and shifts as needed.
- Able to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers.
- Able to print and speak simple sentences in English.
- Able to add and subtract two digit numbers and to multiply and divide with 10's and 100's.

Physical Demands:

- Physically able to move at least 50 lbs. without assistance.
- Physically able to bend, reach, and work in small areas.
- Physically able to push and pull equipment and furnishings.
- Physically able to stand for long periods of time.

Benefits:

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

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