

Green Lake Conference Center Job Description

Position **Housing Services Supervisor**

Job Class: Full Time with benefits, first shift and works most weekends

- Reports to Housing Services Manager
- Works closely with Shift Control Lead and Administrative Assistant as well as other departments.

Essential duties and responsibilities

- Development, training and maintenance of cleanliness and order standards for all facilities assigned.
- Define and maintain cleaning methods, tools and supplies for all environments of facilities.
- Generation and distribution of daily assignments to all personnel.
- Direct and on-site daily supervision of all Housing Services crews and work assignments.
- Generation of Performance Variance Report and corresponding corrective action plans based on daily findings, group leader's feedback and upper management directions.
- Generation of activity's Check Lists for Opening, Closing and Maintaining facilities.
- Carry out and supervise Special Projects, keeping track of timing and cost.
- Complete job performance reviews and salary recommendation.
- Generate weekly labor requirement projections based on occupancy volumes (utilize VISUAL ONE software as the source of updated information).
- Review, revise, approve and submit attendance and payroll reports.
- Inventory control, maintenance and disposition of tools, utensils and service items.
- Responsible for all activities within the department in first and second shift as well as weekends.
- Ensure that all customer's and departmental calls for service are properly answered and resolved.
- Promotes and trains personnel in safe-work practices.
- Responsible for maintaining updated copies of all Safety Data Sheets for all routinely used materials within the department.

Basic Qualifications

- 2 – 4 years of supervisory experience in a service environment.
- Computer skills: Proficiency in Microsoft Suite and affinity to learn other software applications.
- Degree in business [preferable] or related field.
- Experience in personnel leadership.
- Hands-on supervisor willing to spend 4-5 Hours/day doing field work.