

## YWCA St. Joseph

### Administration

**Job Title:** Maintenance Supervisor

**FLSA Status:** Non-Exempt Hourly

**Reports to:** Executive Director

Job Purpose: To provide or to arrange for all basic cleaning and related housekeeping functions of the entire building, minor building and equipment repairs, building and property security, and arrangement of rooms for various activities/functions. This position supervises all other custodial employees and volunteers.

#### **Primary Duties and Responsibilities:**

- Direction and supervision of all housekeeping and security functions. Performs tasks not assigned to or accompanied by other staff.
- Assist with incoming donations and supply deliveries.
- Supervision of custodial/maintenance staff and volunteers.
- Maintenance of records pertaining to supplies, equipment, etc.
- Maintenance of supply inventory; orders placed with approval of the Executive Director.
- Inspection of building for cleanliness and compliance with security and fire regulations.
- Building and equipment maintenance – including boiler.
- Minor repairs to building and equipment or arrangement of repairs (with approval of Executive Director). This may include painting, plumbing, carpentry, etc.
- Daily/Weekly cleaning off all staff offices, restrooms and common areas.
- Room arrangements for various activities/functions per daily room log.
- All other duties as assigned.

#### **Qualifications:**

- High school diploma or GED
- Supervisory experience preferred
- Ability to work with little or no supervision
- Ability to exercise sound judgement and act quickly in an emergency
- Prior housekeeping experience, floor care preferred
- Ability to pass child abuse/neglect and criminal background screening
- Ability to lift 50 pounds
- Ability to work flexible hours, including weekends

#### **Working Conditions:**

- Forty (40) hour workweek with flexibility regarding days/times to accommodate other shift, as needed.

- Indoor working environment protected from weather conditions and contaminants other than normal cleaning supplies. Minimal outdoor work, such as sidewalk maintenance.

**Physical Requirements:**

- Standing for long periods, bending, stooping and lifting up to 50 pounds.
- Repetitive hand/arm motion (such as mopping).
- Ability, on a consistent basis, to perform activities requiring cooperation, instruction, or speaking with others.
- Ability to communicate effectively in person with program participants, donors, volunteers and staff.

**Personal Characteristics:**

The successful individual will demonstrate the following:

- Organization: Set priorities and develop a work schedule to accomplish assigned tasks.
- Independence: Ability to work alone with little to no supervision and independently identify tasks that need to be done.
- Build relationships: Establish and maintain positive working relationships with others, both internally and externally to achieve the organizations goals of empowering women and eliminating racism. Able to work as a team. Able to maintain confidentiality and appropriate boundaries with program participants.