

Spruce Lake Retreat

Environmental Services Operations Lead

Type: Full-time / Salary

Department: 400 Operations SL

Position Description

The Environmental Services Operations Lead (EVS Operations Lead) is a working supervisor for the EVS Operations Technicians. The EVS Operations Lead is responsible to set and monitor work pace and priority based on daily occupancy as well as to assist in completion of projects and inspections to ensure quality standards.

Prerequisites:

- Growing personal relationship with Jesus Christ
- Must affirm and be living/modeling our statement of faith and core values
- Must have a teachable spirit, team-player attitude, and servant heart.
- Must be responsible, industrious, hospitable, and enthusiastic.

Accountability: Accountable to the EVS Manager

Supervision: EVS Operations Technicians and volunteers

Qualifications

- Minimum of 2 years of professional custodial experience
- Supervisory experience
- Effective interpersonal communication skills, both verbal and written
- Computer skills including email, basic word processing and spreadsheets
- Available to work early mornings, evenings, rotating weekends and holidays
- Self-motivated, detail oriented and organized
- Highschool diploma or GED

Physical Requirements: Physically fit: able to stand and walk for long periods of time, lift 50 lbs., climb ladders, perform repetitive motions with arms, wrists, shoulders and to bend, kneel and stretch.

Essential Responsibilities:

- Meets weekly with EVS Manager to set strategies and priorities
- Collaborate with EVS Manager to ensure EVS Operations Technicians are trained in proper method of cleaning and sanitation.
- Provide timely communication with guest services and facilities departments regarding room and common areas occupancy status according to policy.
- Ensures buildings and property are clean, safe and in orderly condition
 - Supervise and perform heavy cleaning duties
 - Supervise and perform deep cleaning duties
 - Sweep, mop, scrub, or vacuum floors
 - Gather and empty trash
 - Clean windows, mirrors and hard surfaces, dust and polish furniture, walls and fixtures
 - Clean, scrub, sanitize restroom floors, fixtures, mirrors, partitions, and restock supplies
- Maintain and store cleaning solutions and equipment
- Ensure guest lost items are secured and administered according to policy
- Notify guest services of any property damage and facility team of any repair needs
- Promote a positive work culture by modeling Spruce Lake core values and promoting “3 Steps of Service”.

Other Responsibilities:

- Attend and promote participation in weekly staff prayer meeting
- Attend weekly host meetings
- Attend and/or lead daily team huddle