

Spruce Lake Ministries
EVS Housekeeping Lead, Trainer Inspector

Type: Full-time /Hourly/NE
Department: 400 Operations

Position Description

The EVS Housekeeping Lead, Trainer Inspector (Housekeeping LTI) ensures that the buildings are tidy, clean, and well-maintained through participation as a housekeeper and as housekeeping trainer, inspector, and supervisor. Housekeeping LTI is responsible for the initial, remedial and enhancement training of all housekeepers. The EVS Housekeeping LTI collaborates with the EVS Manager to implement strategies and action plans to improve effectiveness and performance outcomes for the housekeeping department.

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, dependable, industrious, professional, and enthusiastic.

Accountability: Accountable to the EVS Manager

Supervision: EVS Housekeepers and volunteers

Qualifications

- Housekeeping supervisory experience.
- Training experience preferred.
- Effective interpersonal communication skills, both verbal and written.
- Computer skills including email, basic word processing and spreadsheets.
- Self-motivated, detail oriented and organized.
- High School Diploma or GED

Physical Requirements: Physically fit: able to stand and walk for long periods of time, lift 35 lbs., perform repetitive motions with arms, wrists, shoulders and to bend, kneel and stretch.

Essential Responsibilities:

- Collaborates with EVS Manager and administration to ensure EVS Housekeepers are trained in the established methods of cleaning and sanitation.
- Collaborates with EVS Manager to routinely update housekeeping training manuals for clarity and effectiveness.
- Provide fundamental, remedial, and enhancement training for the housekeeping team.
 - Welcome and orient new housekeepers.
 - Conduct refresher courses and enhancement training for all housekeepers.
 - Train the Trainers; train Housekeeping Lead/s in inspection functions to ensure consistent implementation of organization standards.
- Ensures guest buildings are clean, safe and in orderly condition.
 - Supervises and performs daily guest building cleaning duties and routine deep cleaning duties.
 - Sweeps, mops, scrubs, or vacuums floors
 - Gathers and empty trash; restocks supplies.
 - Cleans windows, mirrors and hard surfaces, dust and polish furniture, walls, and fixtures.
 - Cleans, scrubs, sanitizes restroom floors, fixtures, mirrors, partitions etc.

- 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 meeting.
- Attend and/or lead daily team huddle.
- Attend Fall, Winter and Spring All Staff Meetings and annual staff development events.