



Private Management for Public Facilities

J O B P O S T I N G

OPEN POSITION RECRUITMENT

10/28/2009

POSITION TITLE: Housekeeping Lead

POSITION LOCATION: Jacksonville Veterans Memorial Arena

REPORTS TO: Housekeeping Supervisor

START DATE: Immediate Opening

HOURS: Full-Time

SALARY: \$13.16

APPLICATION: Email resume to SMGHR@coj.net, fax to: 904- 301-3854 Or apply online at www.jaxevents.com

DUTIES AND QUALIFICATIONS:

POSITION SUMMARY:

Leads the Housekeeping staff and under the direction of the Housekeeping Supervisor/Manager, assists in the management and maintenance of Jacksonville Veterans Memorial Arena.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Leads housekeeping workers engaged in the general cleaning and up-keep of the Arena including, but not limited to, buffing, dusting, sweeping, mopping, vacuuming, and window washing.
- Ensures Housekeeping requirements are met in accordance with event orders
- Oversee and work with Housekeeping staff on daily job assignments.
- Inspects completed work by in-house staff as well as contracted janitorial vendor for conformance to standards.
- Submit maintenance requests for repairs or damages.
- Keep track of housekeeping supplies and inform Housekeeping Supervisor of needed inventory.
- Ensures proper use of cleaning chemicals in accordance with MSDS and maintains MSDS records.
- Studies event schedules for Housekeeping staff scheduling requirements. Assign and realign work schedules in the absence of staff members.
- Work along with Housekeeping Supervisor / Manager in planning housekeeping projects and assignments.
- Any other duties that may be assigned

EDUCATION AND WORK EXPERIENCE:

- High School Diploma/GED preferred
- Must be certified to drive a personnel lift and forklift

Hours are event driven including some nights, weekends and holidays. See Full Job Description for more details.