

Alerus Center
Grand Forks, North Dakota
JOB DESCRIPTION

Job Title: Housekeeping Crew Leader
Department: Operations
Reports To: Housekeeping Supervisor
FLSA Status: Hourly, Part time
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Approved By: Cheryl Swanson/Jeremy Linstad
Approved Date: 09-26-13

Summary

Housekeeping personnel are an information center who shall be responsible for cleaning and maintaining needs of facility. This is a working supervisory position.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Maintains clean and well stocked restrooms.
2. Performs custodial duties after events.
3. Assists in outside maintenance such as snow and ice removal.
4. During events, constantly walks the facility, with broom and dustpan, looking for trash and/or spills.
5. Completes event reports.
6. Issues breaks to crew.
7. Responsible for keeping all areas in safe, clean condition.
8. Keeps outside areas and front entrance clean and trash picked up
9. Keeps inventory sheet for supply closets.
10. Deploys staff.
11. Writes employee evaluations.
12. Other duties as assigned by supervisor.

Supervisory Responsibilities

Supervises housekeeping crew, event clean, and operators.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

Ability to speak and understand English.

Physical Demands

Physical strength required to perform assigned tasks. Also must be able to climb up and down stairs. Employee must regularly lift and/or move up to 25lbs., and occasionally lift and/or move up to 100 lbs.

Work Demands

Able to work flexible schedule including evenings, weekends, and holidays.

Reasoning Ability

Able to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.