



**HARWOOD**  
INTERNATIONAL

## HARWOOD INTERNATIONAL CAREERS

### Housekeeping Supervisor – Bleu Ciel

#### Summary/Objective

The Housekeeping Supervisor plays a key role in our growth and resident retention by providing exceptional leadership to reporting staff to enhance the quality of cleaning services provided to our owners.

#### Classification

Non-Exempt/Hourly

#### Essential Functions

##### *Job Functions*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Create task list for each staff member and follow up with team daily to ensure the quality of their work.
- Complete assigned daily tasks as delegated by the management team.

##### *As a working supervisor, complete all normally assigned tasks which could include:*

- Dust furniture, equipment, partitions, walls, etc.
- In all common spaces, clean and disinfect sinks, countertops, floors, toilets, mirrors, tables, chairs, refrigerators, microwaves, etc. in restrooms, break rooms and/or kitchenettes
- Replenish supplies in restrooms, break rooms and kitchen
- Sweep, mop, vacuum and/or hand scrub floors using brooms, mops and vacuum cleaners
- Empty trash cans and recyclables into disposal areas
- Wipe down walls and woodwork, doors, wall hangings, baseboards, etc.
- Identify potential safety or maintenance issues and communicate them to the Chief Engineer, or enter a work order through the work order system.
- Arrive to work at scheduled time, perform services to established standards and insure that all tasks are completed by the end of the workday.
- Handle special requests for customers as appropriate.
- Comply with all safety policies and procedures relating to performance of tasks, use of products or supplies and incident reporting.

##### *Competencies*

- Adaptability / Flexibility
- Communication
- Customer Service
- Dependability
- Initiative

- Managing Diversity
- Leadership

### *Supervisory Responsibility*

Yes

### *Work Environment*

Physical demands include walking and standing, climbing, bending, kneeling to clean floors by hand, push and pull objects, lift and move objects (including 20 lb. vacuum), repetitive bending and lifting, and repetitive arm movements. Uniforms, provided by Harwood Lifestyle Management, LLC, must be worn during work hours, or while on property.

### *Position Type and Expected Hours of Work*

This is a full-time position; Typical days of work are 5 days a week, with work hours ranging from 7:00am to 9:00pm. Flexibility is required.

### *Required Education & Experience*

- Ability to speak and write English fluently and relay information between the team, customers, and Management Office
- Supervisory Experience is Required

### *Preferred Education & Experience*

- Experience in a service environment

### **Work Authorization/Clearance**

Offers of employment are contingent upon satisfactorily passing the pre-hire background screening and will also take into account the results of any reference checks, behavioral interview results, and/or pre-hire tests or profiles.

### **AAP/EEO Statement**

Harwood is committed to equal employment opportunity and will not discriminate against Associates or applicants in any terms and conditions of employment on the basis of any legally-recognized basis (protected classes) included but not limited to: age, race, color, religion, genetic information, sex, national origin, disability, ancestry, creed, marital status, sexual orientation, or any other protected class under federal, state or local law. This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all Company facilities, participation in all Company-sponsored activities, and all employment actions, such as promotions, compensation, training, benefits and termination of employment.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, schedules, work hours, responsibilities and other work activities may change at any time with or without notice.

Please send your resume to [nrungruangphol@harwoodinc.com](mailto:nrungruangphol@harwoodinc.com)

