

VILLAGE OF PLEASANT PRAIRIE

Job Description



Division/Department:	Maintenance/Recreation		
Location:	RecPlex, 9900 Terwall Terrace, Pleasant Prairie, WI 53158		
Job Title:	Housekeeping		
Reports to:	Facility Director	Salary:	\$8.00/hour
Type of position:	<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	<input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt

JOB SUMMARY

The part time position of housekeeping is under the direct supervision of the Facility Director, and the general supervision of the Director of Recreation. The primary responsibility of the position is insuring that RecPlex is an immaculate recreation facility and that custodial duties are performed in a safe manner for the guests as well as employees.

CORE JOB RESPONSIBILITIES

1. Must be able to perform all custodial duties including but not limited to cleaning showers, locker rooms, saunas, aerobics room, multi-purpose rooms, field house, fitness equipment, lobby areas, glass and window areas, all floors, dispose of solid waste.
2. Must be able to wet mop and sanitize showers and locker room area as well as pool deck.
3. Must be able to clean urinals, toilets, and sink areas on a regular and "as needed" basis with minimal supervision.
4. Must be able to ensure that facility cleanliness standards are implemented.
5. Must be able to Understand and comply with standard operating procedures and supervisory directives.
6. Must be able to work in and around people who may be in the showers or locker room area while respecting their privacy and ensuring confidentiality.
7. Must exercise the highest level of care in using chemicals or hazardous materials; follow guidelines and comply with precautions on MSD sheets.
8. Must be able to use proper care for all maintenance equipment and materials.
9. Must follow all RecPlex and OSHA safety guidelines.
10. Must be able to display sincere hospitality for guests on the floor; be accessible and visible.
11. Must be able to greet or interact with every guest who is exposed to custodial services.
12. Must be able to complete work schedule as directed by the Facility Director.
13. Must be energetic; exhibit enthusiasm when in contact with guests.
14. Must not have been convicted of any crime related to theft, embezzlement, robbery, assault, sexual crime of any nature; or any crime against a child.
15. Must be able to conform to a dress code and appearance policy that requires a clean and odor free body, clean hair neatly groomed, and no visible body piercing, other than ears, or visible tattoo's.
16. Must be punctual, not tardy or excessively absent from work.
17. Must be able to perform all other responsibilities as assigned by the Facility Director.

BEHAVIOR STANDARD

Maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers and management.

Triangulation: This is one of the most serious employee offenses. Triangulation is simply having an "issue" with someone and talking about it with somebody else. Conflict is to be expected and people are going to have issues with people. It's just human nature. So here is how we have agreed as a team to handle it at the RecPlex. If you have an issue with someone, talk about it with them directly! Have the conversation. Don't just fail to express something and talk about it behind their back.

Conscious Contributor: Being a person that waits to be told what to do rather than motivating yourself to find a place to make a contribution. If you are not proactive, it's your problem not your supervisor's. Remember, it is our company and there is always something to do that will help the team and the RecPlex grow. If you think this is not something you can accomplish, it may be time to find somewhere else to work.

EDUCATION/CERTIFICATION REQUIREMENTS

- High school diploma or equivalent.
- Knowledge of required cleaning procedures that will provide for an immaculate facility.

JOB REQUIREMENTS/WORK ENVIRONMENT

- Extensive cleaning skills required.
- Skill in following directions provided either orally or in writing.
- Requires the ability to perform highly skilled coordinated movements.
- Works primarily in an indoor environment and works closely with others. While performing the duties of this job the employee is occasionally exposed to wet and/or very humid conditions; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock. Physical activities include long periods of standing, moderate lifting (up to 40 lbs) and moving about the facility. While performing the duties of this job the employee is regularly required to use hands to finger, handle or feel, and be able to communicate. The employee is frequently required to sit, stand, walk and reach above head with hands and arms while making sweeping motions. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. The employee must regularly lift, move, or push up to 40 pounds.
- Hours will vary with evening and weekend work required.

VILLAGE OF PLEASANT PRAIRIE IS AN EQUAL OPPORTUNITY EMPLOYER