



Job Title: Housekeeping Supervisor (Full-time)

Department: Life Support Systems and Operations

Wage Range: \$10.50-\$12.50 per hour (32 - 40 hours per week)

Shift: working hours 8:30am - 5:30pm

Reports to: Director of Life Support Systems and Operations

General Summary of Qualities

The Housekeeping Supervisor is responsible for the cleanliness and general upkeep of the Greater Cleveland Aquarium, in gallery and guest areas, office spaces and specific back of house rooms. The Housekeeping Supervisor needs to be comfortable with informal educational interactions with Aquarium guests and represent the Aquarium professionally. Additionally, the Housekeeping Supervisor provides work direction to part-time Housekeeping Associates.

The Position

As a Housekeeping Supervisor (Full-time) you will:

- Keep all areas of the Aquarium including public areas, offices, breakrooms, and back of house spaces clean at the highest standards
- Clean floors by sweeping, mopping, scrubbing, and vacuuming
- Clean the acrylic and windows, with special attention to the method and products
- Service, clean and stock restrooms
- Assist with sanitation and disinfecting protocols
- Gather and remove trash and recycling
- Participate on the Aquarium's Green Team to increase green efforts
- Complete laundry for mops and towels appropriately
- Dust furniture, walls, decor, and equipment
- Keep inventory of supplies and reorder in timely manner within budget
- Immediately respond to spills and other incidents that require cleaning, following all bio-hazard protocols
- Maintain the bio-hazard supplies and keep updated on current practices
- Clean specific back of house spaces in coordination with Curation
- Prepare diluted cleaning solutions according to specifications
- Train Housekeeping Associates in the appropriate methods of daily and deep cleaning using appropriate cleaning supplies per task
- Manage the housekeeping schedule for coverage of shifts during open hours and special events
- Perform deep cleaning on routine basis of carpet, dusting, buffing floors and windows, etc
- Troubleshoot and repair common issues with toilets, sinks, faucets, and fixtures
- Be available via the radio for communication of cleaning requests
- Be comfortable with informal educational interactions with Aquarium guests

Position Preferences:

- Must be able to work as a team and independently.
- Must have eye for cleanliness and details.
- Must be able to follow proper procedures for the use of cleaners and equipment.
- Must be able to work flexible hours, weekends, holidays and sometimes evenings
- Follow all OSHA policies and keep updated MDSD book.
- Must be willing to become certified in First-Aid, CPR and in AED usage
- Previous housekeeping or maintenance experience preferred.

Physical Demands:

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

- Frequently stand, walk, and use hands to finger and handle.
- Frequently bend, stoop, crouch, and reach.
- Occasionally lift and carry supplies up to 65 pounds.
- Frequently climb ladders and stairs.

To Apply

The Aquarium is an EOE. To be considered for this position, please submit your resume to Brenton Maille, Director of Life Support Systems and Operations, bmaille@greaterclevelandaquarium.com