



POSITION OPENING

8/24/2020

POSITION TITLE:

Housekeeper Team Lead (Afternoon)
(Sunday thru Thursday 3:30 PM – 11:30 PM)

REPORTS TO:

Coordinator of Plant Operations

LOCATION:

Western Pennsylvania School for the Deaf, Pittsburgh, PA

JOB DESCRIPTION:

This is a non-exempt, full-time position. The Housekeeper Team Lead supervises 2nd shift housekeeping employees, their work duties and major cleaning operations for the afternoon schedules that will include routine and periodic maintenance, cleaning and refinishing projects; works with the Daylight Housekeeper Team Lead to coordinate housekeeping for special events with the sets-up, tear-down, and clean up areas for meetings, sporting events, in-service and other gatherings including weekend and evening events, tournaments, dances, etc; supports and assists Recycling Coordinator; assists with coordination of shipping/receiving/delivery and staging for handling of package deliveries, assists with moving furniture and storage of excess furniture and coordination of classroom/office relocations on campus; assists with training of new housekeeping staff, maintains Housekeeping Department equipment in clean working order, acts as primary emergency cleaning responder; assists Security providing escort access into locked areas as appropriate; removes snow and ice on front steps using liquid ice melt; resumes the duties for absent housekeeping staff as required to complete routine cleaning campus-wide.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent. Must have extensive knowledge in cleaning needs and chemical use. Supervision of staff experience is necessary.

The Sign Language Proficiency Interview for the position is "Survival Plus." The minimum level accepted at hire is "No Functional Skills."

PA Criminal Background, PA Child Abuse, and FBI Clearance required.

APPLICATION PROCEDURE:

Send letter of application and resume to:
Dori L. Bachar
Director of Human Resources
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
dbachar@wpsd.org

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