



Position Announcement:

Jacksonville Veterans Memorial Arena

POSITION: Housekeeping Assistant Manager (Full-Time)
DEPARTMENT: Housekeeping
REPORTS TO: Housekeeping Manager
FLSA STATUS: Exempt

SMG (Jacksonville) the leader in privately managed public assembly facilities has an excellent and immediate opening for a Housekeeping Assistant Manger at the Veterans Memorial Arena.

MAJOR RESPONSIBILITIES:

- Directs and supervises employees in the Housekeeping Department engaged in the general cleaning and up keep of buildings, including buffing, dusting, sweeping, mopping, vacuuming, and washing windows, as well as cleaning up before, during and after events.
- In coordination with the Housekeeping Manager, carries out supervisory responsibilities in accordance with SMG's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding; disciplining employees in conjunction with Human Resources; addressing complaints and resolving problems.
- Sets-up venues as written event orders and equipment requirements direct.
- Inspects completed work for conformance to standards. Conducts pre-event and day to day walk-through inspection and submits maintenance request orders for repairs and damages as required.
- Other duties as assigned.

QUALIFICATIONS:

- Three years supervisory experience preferred with four to six years experience in custodial or housekeeping position required
- Must know how to operate various types of products and cleaning equipment as well as supervise workforce in their safe and effective use, arranging for skills training as needed.
- Physical ability to lift 50+ pounds and push 100 pounds on wheels, with or without reasonable accommodations.
- Able to stoop, bend, walk and be on feet for extended periods of time, with or without reasonable accommodations.
- Ability to read signs, communicate clearly and give oral and written instructions, with or without reasonable accommodations.
- Good organizational, oral, written and interpersonal skills.
- Basic computer skills required: Microsoft word and Excel. Familiar with GroupWise and Smart Maintenance software programs helpful.
- Ability to work irregular hours, shifts that include nights, evening, weekends and holidays,

TO APPLY:

This position offers a competitive salary and benefit package. To apply, fill out SMG Employment Application and send to Robin Knezich, Human Resources Director, 300 A. Philip Randolph Blvd., Jacksonville, Florida 32202. Phone: (904)630-0334, e-mail SMGHR@coj.net, fax (904)301-3854.

SMG is an Equal Opportunity Employer

Date Opened: 3/1108