Available Position: Housekeeping Manager
Department: Facilities
Reports to: Director of Facilities
FLSA Classification: Exempt (Salary)
Full/Part-time: Full-time (12 months)
Date Posted: March 9, 2022
Start Date: Immediately

About The Hockaday School:
The Hockaday School is an independent, college preparatory school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

Position Description:
This Housekeeping Manager will oversee the operations of all aspects of housekeeping. The position will entail a wide range of duties from staff supervision, vendor management, staff training and evaluations, assisting other departments involved in event setups and breakdowns, and manage summer cleaning projects along with supporting the cleaning needs of the residence department along with the general cleaning of the school and dining facilities to maintain a clean and healthy environment.

Essential Functions:
- Supervise and train internal housekeeping staff
- Oversee contract cleaning services and related vendors responsible for cleaning and maintenance on campus including the third-party day porter (dining hall); provide guidance as needed
- Support event setups and break downs throughout the school
- Prepare all housekeeping related invoices for payment; maintain operating budget for the department; and create and issue purchase orders as needed
- Purchase and maintain adequate paper supplies as well as other consumables
- Interact with vendors as needed to successfully complete tasks including, but not limited to:
  - Annual furniture cleaning
  - Annual exterior/interior window cleaning
  - Periodic delivery of paper and other essential cleaning supplies
  - Coordinate event set-ups with the Maintenance Department and the Director of Activities
  - Prepare weekly report for housekeeping staff that details the needs for each scheduled event
• Prepare weekly report for third party cleaning service to aid their scheduling and staffing
• Review requisitions and work with the Director of Activities to insure excellent customer service
• Manage recycling program throughout school
• Acts as the compliance officer for OSHA regulations related to housekeeping department
• Respond to requests from school community in a timely fashion
• Ensure job tasks are completed in accordance with school protocols
• Other duties as assigned

Qualifications/Experience:
• High School Diploma required
• Bachelor’s degree preferred
• Hospitality certification, OSHA Training, and compliance
• At least five years’ experience in housekeeping and janitorial management in an educational or hospitality setting
• Experience in procurement is necessary
• Candidate must be highly organized
• Previous experience in large event organization and execution is required
• Previous experience in a dormitory environment is preferred
• Intermediate to advanced understanding and ability to use computers and technology including Microsoft Windows and Office products, basic office equipment, mechanical equipment, etc.
• Well-developed interpersonal, written, and verbal communication skills. Bilingual in Spanish is preferred
• Must have the ability to work in a school environment through satisfactory completion of all legally required and School-required background and screening checks and verifications, including criminal and sex offender background checks.

Training:
• Participate in all requisite School trainings prior to the start of the school, and throughout the School year.
• Attend required staff development and training sessions throughout the year
• Attend periodic in-service meetings
• Acknowledge receipt of the current Employee Handbook and are responsible for reviewing the contents and abiding by rules, policies and procedures stated in the Handbook or otherwise by the School
• Abide by Hockaday’s Code of Ethics and Conduct
• Commit to the ideals expressed in Hockaday’s Tenets of Staff Excellence

Physical Requirements and Work Environment:
• Regularly works in a school campus and office conditions, occasionally works outdoors in varying weather conditions and climates
• Regularly uses close and distance vision, including working at a computer screen for extended periods of time
• Frequently required to move around the office; works at a desk for extended periods of time; frequently moves around campus
• Ability to frequently move items weighing up to 50 lbs. across the campus/classrooms/offices
• Sometimes work in a highly stressful environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts with stamina to maintain attention to detail despite interruptions
• Ability to periodically work flexible hours to support before and after-school or weekend events
• Ability to maintain appropriate boundaries with students, fellow staff and community members
Limitations and Disclaimer:
The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration’s assignment of essential functions; and nothing in this herein restricts administration’s right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Application Requirements:
Qualified candidates should complete an online application for employment under How To Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status, or other applicable protected classification.