

OPERATIONS HOUSEKEEPING SUPERVISOR



Direct Supervisor:	Director of Facilities		
Department:	Facilities / Operations	Job Category:	Category 1
Location:	Richmond, VA	Travel Required:	No
Level/Salary Range:	L8	Exempt/Non-exempt:	Non-exempt
Contact:	Ken Myers kenm@lewisginter.org	Position Type:	Full Time; 37.5 hours per week
Date Posted:	November 9, 2021	Posting Expires:	Until Filled

Garden Overview

Mission

Lewis Ginter Botanical Garden's mission is connecting people through plants to improve communities.

Vision

Lewis Ginter Botanical Garden, including the Lewis Ginter Nature Preserve, reveals the unity and integration of human and plant life, celebrates the fundamental significance of the natural world, and enriches communities through horticultural and educational excellence and innovative outreach activities.

Values

Responsibility, Innovation, Integrity, Hospitality and Inspiration

Founded in 1984, Lewis Ginter Botanical Garden is a non-profit garden located in Richmond Virginia's Lakeside neighborhood. The Garden encompasses 82 acres, four lakes, 5,500 unique taxa of plants within 15 distinct outdoor gardens, 11 major buildings including a conservatory and greenhouse, plus an 80-acre branch site, the Lewis Ginter Nature Reserve. Annually, Lewis Ginter engages over 17,000 students in innovative and exciting education programs and more than 400,000 annual visitors to the garden. In recent years, the Garden has been honored with inclusion in several top ten lists for botanical gardens in North America.

Lewis Ginter Botanical Garden is an Equal Opportunity Employer. We do not discriminate on the grounds of race, color, religion, sex, age, disability or national origin in the hiring, retention, or promotion of employees. We support the diversity and inclusion policy adopted by The American Public Gardens Association: to create an equitable, diverse and inclusive culture where the contributions of all community members are valued, respected and appreciated.

Job Description

The Housekeeping Supervisor is a functional supervisory position managing the Housekeeping team while performing daily operational tasks. The successful candidate works collaboratively with staff they manage, appropriately delegates tasks, and provides guidance and training as needed. They coordinate all activities of the housekeeping team within the Facilities and Operations Department. The Operations

**LEWIS
GINTER
BOTANICAL
GARDEN**

1800 Lakeside Avenue
Richmond, VA 23228
804.262.9887
lewisginter.org

Department is responsible for all custodial and housekeeping services, assisting in day-to-day functions of the Garden, and preparation and coordination for private and public events, including all seasonal exhibitions.

Responsibilities

- Sets and maintains highest aesthetic standards for interior and exterior appearance of all buildings and public areas daily.
 - Work to include, but is not limited to, vacuuming, dusting, cleaning windows, deep cleaning, floor maintenance, sanitation of public areas, etc.
 - Clean and maintain all facilities and necessary equipment.
 - Order and inventory all supplies needed to maintain facilities.
 - Collect and remove all trash and litter from the buildings and grounds on a daily basis.
- Works directly with the Housekeeping team in scheduling, performing, tracking, and completing operational tasks.
- Exemplifies leadership qualities, assists in employee training and development, and promotes a team-oriented work environment including maintaining good morale of paid and unpaid staff.
 - Monitors staff performance and notifies Director of Facilities of any concerns or opportunities for increased efficiency.
 - Assists and trains staff in using equipment and following procedures that ensure safety and improve productivity.
- Proactively finds/anticipates operational support needs and prioritizes issues as they arise.
- Works with Director of Facilities to ensure adequate coverage of the Garden during open hours, which includes week nights and weekends.
- Monitors upcoming event sites to evaluate needed additional operational and housekeeping attention.
- Apprises supervisor of maintenance issues, repairs, and supplies needed in a prompt manner.
- Responds to requests of all departments/staff members for Operations assistance as directed by supervisor.

Required

- Experience and knowledge of commercial housekeeping.
- Excellent time management skills and ability to prioritize ongoing lists of tasks that change day to day.
- Excellent record keeping skills.
- Basic experience with Microsoft Office products, specifically Word, Outlook, and Excel.
- Ability to use departmental communication tools effectively and correctly including radios, clock in computers, and task list schedules.
- Ability to use heavy cleaning equipment.
- Use of personal protective equipment to prevent exposure to hazards.
- Proven leadership and supervision of a team.
- Able to work independently and with others; self-motivated, detail-oriented, able to set priorities, meet deadlines, and hold team members accountable.
- Can coordinate harmoniously and professionally with all departments.
- Working knowledge of workplace safety and equipment.
- Ability to work a flexible schedule – including nights and weekends.

- Abide by the Garden's dress code.
- Reliable transportation.

Each employee of Lewis Ginter Botanical Garden

- Must comply with provisions of the current Employee Handbook, all published personnel policies and the requirements of their individual job descriptions.
- Must conduct herself or himself and perform all duties in a manner consistent with a public garden serving multigenerational and multicultural individuals and families, and in accordance with directed practices and procedures.
- Must be aware of surroundings and vigilant to threats to the safety of visitors, volunteers, and staff or to security of their property, ensuring that all concerns are reported promptly.
- Must report all mishaps, injuries, and incidents immediately and ultimately in writing to supervisor(s) and to Human Resources.
- Must ensure compliance with all applicable federal and state laws and regulations.
- Must perform other duties as assigned by supervisor.

Physical Demands / Working Conditions

- Must be able to walk the Garden's campus in most weather conditions.
- Must be able to lift, push and pull up to 50 lbs.
- Must be able to bend, climb stairs, stand for continuous periods of time and other similar physical tasks.

Note: Duties described above, other duties and physical demands have been identified as essential.

Education and Experience

- High School diploma or equivalent.
- Minimum 5 years of related work experience.
- Previous supervisory experience.
- Other combinations of education and experience appropriate to the job will be considered.
- Proficiency in conversational Spanish preferred.

Please submit cover letter and resume to HR: hr@lewisginter.org