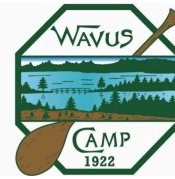




KIEVE WAVUS
E D U C A T I O N



Lead Cleaning Staff

Summary

The Lead Cleaning Staff position is integral to Kieve Wavus Education's programs and operations. This person is responsible for coordinating and executing the cleaning and turnover of a wide variety of spaces across our campuses. They must be an effective teacher, competent in managing inventory, and highly collaborative with others.

Mission

Kieve Wavus Education empowers people to contribute positively to society by promoting the values of kindness, respect for others, and environmental stewardship through year-round experiential programs, camps for youth and adults, and guidance from inspirational role models.

Qualifications

The candidate must have significant experience in cleaning services and preferably in hospitality. They should be comfortable working with a wide range of stakeholders and able to plan and manage the logistics of coordinating and executing the turnover needs of multiple programs occurring on different properties. They must have an understanding and commitment to supporting Kieve Wavus Education toward the fulfillment of its mission.

Responsible to: Events and Hospitality Director

Primary Responsibilities

Cleaning

This individual is responsible for coordinating and executing the cleaning of all residential and public spaces across KWE's campuses. The primary locations are the main offices, the Kennedy Learning Center and Annex, all cottages and housing, and the public spaces and restrooms in the Jewell and Pasquaney lodges and other facilitation spaces. This person oversees and supports any special event cleaning or turnover and any hazardous clean up that requires specific expertise. They collaborate with program directors and other cleaning staff to ensure the highest professional standards of work. They contract cleaners for certain recurring work and when it is necessary to turn over spaces in a short timeframe.

Hospitality

This person will work closely with the Events and Hospitality Director to fully understand the schedule of both campuses. They will work to ensure that all spaces are cleaned to the highest standard and used appropriately. They will coordinate with other program directors, prioritizing the needs of summer camp and The Leadership School. They will also support any unique events to ensure that all KWE property is treated properly and returned to or in the proper condition. They should have an eye toward maintaining KWE's aesthetic and should communicate needs for spaces as they arise.

Maintenance

This person will collaborate with the maintenance team to communicate repair and improvement needs and will understand major campus projects so that spaces can be set up and furnished to the appropriate standard.

Support of the Organization

Kieve Wavus Education is an educational nonprofit that requires a highly dedicated team to function. Each employee should understand our mission and be ready to do work not specific to their job description in order to fulfill it.