



## SPECTRA

### Job Posting

Job Title: Housekeeping Coordinator  
Employee: TBD  
Department: Operations Departments  
Reports To: Senior Manager of Operations  
FLSA Status: Full-Time, Hourly, Non-Exempt  
Job Link: <https://careers-spectra.icims.com/jobs/6474/housekeeping--coordinator-%7cdallas-fair-park/job>

#### **SUMMARY:**

Under direct supervision from the Senior Manager of Operations, performs oversight of custodial, housekeeping, and appropriate inventory tasks as assigned. Housekeeping Coordinator may receive instructions from the Senior Manager of Operations or Assistant General Manager.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES** including but not limited to (Other duties as assigned):

- Work from general instructions and specifications.
- Read and interpret paperwork regarding event specifications.
- Create weekly labor plans and effectively schedule labor.
- Coordinate with Senior Manager of Operations to continually train staff as needed.
- Work with Senior Manager of Operations to closely monitor and forecast budget and monthly expenses.
- Oversee staff in the following housekeeping tasks: sweeping, mopping, scrubbing and waxing floors, washing walls, windows, stainless steel, counter tops and woodwork.
- Oversee staff in the set-up and tear down of a variety of equipment, including, but not limited to chairs, tables, staging, risers, trash cans, coat rack, etc.
- Create and maintain a weekly carpet maintenance plan.
- Perform inventory control for cleaning equipment, supplies and paper goods.
- Use hand tools or small powered equipment applicable to the work being performed.
- Provide direction to and oversee assignments to full time/part-time staff and on call/temporary Housekeeping Workers.
- Perform facility maintenance tasks as assigned.
- Report defective equipment, facility damage, areas of the facility requiring cleaning and incorrect or improper set-ups to supervisors in a timely manner.
- Communicate clearly and concisely in the English language, both orally and in writing.

#### **SUPERVISORY RESPONSIBILITIES:**

Supervise and counsel the housekeeping personnel. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include training and coaching employees, planning assigning and directing work, establishing performance standards and appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems,

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirement listed below is representative of the knowledge, skill, and/or ability required. Strong ability to work well with others, independently and in a team environment with a positive attitude, and strong customer service. Proper use and maintenance of hand and power tools related to job functions; Applicable safety rules and procedures

**EDUCATION and/or EXPERIENCE:**

High School diploma or equivalent with a minimum of 2 years progressive experience in supervision of personnel. Experience in a comparable industry preferred. Demonstrated skill in managing multiple functions and interpersonal skills to foster teamwork and a commitment to team results are required.

**WORK SCHEDULE:**

Ability to work various workdays and hours to meet business needs including early/late hours, long days, weekends and holidays. Must be reliable and punctual.

**LANGUAGE SKILLS :**

The intellectual/social, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**CERTIFICATES, LICENSE, REGISTRATIONS:**

Possession of or ability to obtain the following: HAZCOM, CPR, First Aid, Blood Borne Pathogen, AED

**PHYSICAL DEMANDS:**

While performing duties of this job, the employee will frequently operate a computer and other office devices such as calculators, telephones, copy machines, faxes and printers. The employee occasionally lifts and moves a variety of facility equipment and/or tools. Employee will constantly move about inside and outside various areas of the facility before/during/after events to interact with internal/external clients and supervise the work of employees; position will require employee to occasionally bend, stoop, or crouch to evaluate and inspect/install utility services; employee will as needed operate fork lift or high lift to support the exhibitor requirements for the event. Employee will be required to identify or match colors/tones of coded floor plans. Employee must constantly communicate via telephone, email and in-person with others and exchange accurate information. Employee may frequently lift and/or move up to 50 pounds. As business, maintenance, operations or emergency situations require, employee may occasionally lift/move 100 lbs. or more.

**COMPUTER SKILLS:**

Ability to proficiently utilize Microsoft Office products (Word, Excel and Outlook); training on industry specific software will be provided

**OTHER SKILLS and ABILITIES:**

- Work from general instructions and specifications, with minimal supervision.
- Perform general labor related tasks in a safe and efficient manner.
- Grasp, hold, bend and twist a wide range of tools, equipment and materials.
- Operate a wide variety of equipment including pick-up trucks with attached power washer, floor industrial scrubbers, and other vehicles as required.
- Provide directions to others.
- Maintain a calm demeanor while providing corrective feedback to team members during stressful and/or time sensitive situations.
- Work effectively in a service-oriented environment subject to frequently changing priorities.
- Assess organizational needs of work group to meet demands of a given task or goal.
- Communicate clearly and concisely in the English language, both orally and in writing.

- Adapt communication style and delivery to suit a wide variety of workers, some of whom may be transient.
- Establish and maintain effective working relationships with staff, contractors and facility users.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, regularly performed indoors in varying conditions and occasionally outdoors as necessary. The employee frequently works near moving equipment and mechanical parts, vibration and risk of electrical shock. The employee occasionally works in high, precarious places and is occasionally exposed to hot or cold temperatures and/or wet or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and may work with chemicals such as cleaners, paint, and solvents. The noise level in the work environment is normally quiet to moderate and occasionally loud.

**EOE.DFWP**

**Salary:** TBD per hour depending on qualifications and experience.

**How to Apply:** Please apply in person at Fair Park or download an application from our website, <https://www.fairpark.org/connect/employment>, and mail or deliver to:

Human Resources  
Fair Park  
3809 Grand Avenue  
Dallas, TX 75210

**Closing Date:** Open Until Filled