

WESTERN NEW YORK ARENA, LLC

JOB DESCRIPTION

Job Title: **Housekeeping Crew**
Department: Operations / Housekeeping
Reports To: Director of Building Services
FLSA Status: Non-exempt

Basic Function

Operate cleaning equipment and use cleaning products and sanitary supplies to maintain the building in a clean and safe environment for our customers, patrons, and employees.

Responsibilities

1. Sweep, mop, and vacuum floors, corridors, halls, and stairwells. Clean bathrooms, including sinks, toilets, floors, walls, mirrors, etc. Restock sanitary supplies such as toilet paper, paper towels, and hand soaps. Clean other assigned areas such as offices, locker rooms, suites, and sport areas, such as basketball courts, Astroturf carpets, and hockey glass and dasher boards.
2. Project cleaning, such as washing windows, stripping and waxing floors, and shampooing carpets and runners.
3. Remove trash, debris, and refuse. Take trash materials to the proper location, and dispose of it properly.
4. Sweep sidewalks, curbs, and parking areas. Remove trash from these areas and dispose of it properly.
5. Attend training to remain informed of safety regulations and cleaning techniques.
6. Maintain open communication with Supervisor at all times.
7. Maintain a professional attitude and appearance at all times.
8. Perform other related duties or tasks as assigned or as become evident.

Education / Training

A High School diploma or equivalent is preferred. Previous housekeeping/cleaning experience preferred. Must be able to read and write. Must be able to carry out instructions furnished in written, oral, or diagram form.

Physical Requirements

Must be able to lift at least fifty (50) pounds. Must be able to walk or stand for long periods of time. Must be able to work on irregular work surfaces, such as stages, ramps, lifts, ice, dirt, or other surfaces. Must be able to bend, sit, stand, squat, and walk to reach areas to be cleaned. Must be able to work outside in any weather conditions. Must be able to move equipment and properly handle tools. Must be able to maintain a flexible schedule based on scheduled events, special projects, evenings, weekends and holidays.

Western New York Arena, LLC retains the right to change this job description at any time.

“WESTERN NEW YORK ARENA, LLC IS AN EQUAL OPPORTUNITY EMPLOYER”