

Office and Housekeeping Manager

Schedule: Part time 6-12 hours/week (3-5 shifts)
Working Hours for Position: Flexible, however a weekly schedule will be given to complete specific routine tasks. Some tasks require time allocated for non-business hours. Position is not on a weekend schedule, but must be open to occasional duties on weekends as necessary.

Job Description:

- Manage, organize, and maintain office and housekeeping programs and responsibilities at Greyhouse.
- This position will oversee and maintain all general areas of office, sanitation, and housekeeping responsibilities, and communicate with Shift Managers, Greyhouse MOSAIC Manager, PCCH Office Manager, Assistant Manager, and General Manager all necessary information regarding programs and weekly tasks.
- Other duties include running weekly errands, manage and upkeep of retail products and merchandising, directing MOSAIC volunteers, and cleaning and organizing of office, conference room, merchandise areas, and dining area.

Job Requirements:

- Performing scheduled cleaning, sanitation, and organization tasks
 - a. Straighten, dust, organize, and clean office & office furniture, merchandise area, dining area, bookshelves, fixtures, artwork & décor, and conference room
 - b. Check and log time and temperature charts of refrigeration and food products
 - c. Perform weekly errands including change runs, gathering office, facility, and/or food supplies if necessary, trash removal, and laundry
- Manage inventory, organization, and sanitation of office and retail merchandise
 - a. Communicate with assistant manager and general manager on status of office and retail supplies received and needed.
 - b. Assist with monthly inventory as necessary
 - c. Maintain and organize office supplies, event posters, décor supplies, uniforms, and retail merchandise
 - d. Responsible for inventory of signage and merchandise presentation.
 - e. Organize and file necessary paperwork and file system with Manager and Assistant Manager
 - f. Responsible for lost and found, organize area as necessary and
- Communicate with staff standards of organization, food safety, and care of facilities
 - a. Attend manager meetings when available
 - b. Record meeting minutes and execute documents to staff as needed
 - c. Communicate with Campus House on organization of basement storage area surrounding recording studio
 - d. Manage and correct as necessary conference reservation book, employee manuals, binders, recipe book, signage, MSDS sheets, POS materials, and catering information
 - e. Coordinate laundry with Mosaic