



Environmental Services Supervisor Kentucky International Convention Center

KENTUCKY EXPOSITION CENTER

937 Phillips Ln
Louisville, KY 40209
Phone: 502.367.5000

KENTUCKY INTERNATIONAL CONVENTION CENTER

221 S Fourth St
Louisville, KY 40202
Phone: 502.595.4381

www.kyvenues.com

Salary: Commensurate with experience
Work Address: 221 S. Fourth Street, Louisville, Kentucky 40202

Governed by the Kentucky State Fair Board, Kentucky Venues' two major convention and exposition facilities – the Kentucky Exposition Center and the Kentucky International Convention Center – partner with regional, national and international clients to host world-class events. Kentucky Venues also produces signature events annually: Kentucky State Fair, World's Championship Horse Show, National Farm Machinery Show, Championship Tractor Pull, North American International Livestock Exposition, North American Championship Rodeo and All-In Hoopfest. Whether it be a trade show, convention, conference, live stage show, livestock exposition, an athletic tournament or a private event, Kentucky Venues has the event space to offer for a successful and memorable event experience.

Kentucky International Convention Center (KICC), located in the heart of downtown Louisville, is the agency's showcase venue. Nearing the end of a complete two-year renovation, KICC will reopen August 2018 to host a full calendar of major conventions, conferences, expos and private events. The remarkable new convention center will span over two city blocks, is within steps of Louisville's major hotels, restaurants and attractions and will continue to operate its two self-owned adjacent parking garages.

Position Description:

This is a full-time, exempt, non-merit position that will serve the Kentucky International Convention Center to perform and supervise housekeeping activities including cleaning floors, windows, restrooms, common areas and leasable space and maintaining facility trash receptacles. The Environmental Services (ES) Supervisor will also prepare staff schedules, develop daily work plans, maintain an inventory of cleaning supplies and equipment, identify work plan inefficiencies and implement alternative processes and maintain departmental documents as required. The ES Supervisor will be responsible to manage housekeeping projects as directed by the Director of Operations, Assistant Director of Operations and Facility Manager and often interacts directly with Event Managers to accomplish delivering a quality event experience to all clients and guests.

Essential Functions:

- Perform and supervise housekeeping activities including, but not limited to, cleaning floors, windows, restrooms, common areas and leasable space and maintaining trash receptacles.
- Plan and coordinate projected work schedules based on the facility calendar of events and relative factors.
- Prepare staff schedules and develop daily work plans.
- Monitor staff attendance and punctuality.
- Inspect staff work products using a hand-held computer to ensure compliance with standards and provide feedback about work products.
- Investigate and resolve client and guest complaints and concerns.
- Determine work plan inefficiencies and identify and implement alternative processes.
- Maintain an inventory of cleaning supplies and equipment and administer requisitions.
- Report necessary facility maintenance and repair and maintain departmental records.
- Manage housekeeping projects and assist with special reports as required.
- Plan, develop, coordinate and manage in-service programs.
- Communicate effectively, orally and in writing, including use of a two-way radio.
- Effectively type and operate a computer and other office devices including calculators, telephones, copy and fax machines and printers; effectively use Microsoft Office including Excel, Outlook and Word.
- Participate in business, facility and event operations including moving loads of up to 25 lbs as required.
- Function and work effectively within stressful situations and environments, particularly that of an event-based nature.
- Function and work effectively in an office setting with minimal to moderate noise levels as well as facility areas with moderate to loud noise levels where event functions and facility maintenance are taking place.
- Work a varied schedule, including typical weekday hours, evenings, nights, early mornings, overnight hours, weekends and holidays as required; frequently work more than a 40-hour workweek, contingent on facility and event requisites.
- Perform relative duties and manage other responsibilities as assigned.

Qualifications:

- Knowledge of housekeeping supplies, equipment and substances and how to use them safely and effectively.
- Knowledge of housekeeping procedures, standards and best practices including those that lend to a less negative impact on the environment and physical facility components.
- Knowledge of local, State and Federal laws, rules and regulations regarding chemicals and work safety.
- Knowledge of effective leadership principles.
- Skill in preparing staff schedules, developing daily work plans and supervising the work of others.
- Skill in delivering instruction on the proper and safe use of housekeeping supplies and equipment and substances.
- Skill in applying effective leadership principles and maintaining confidentiality of employee situations.
- Skill in establishing and maintaining effective working relationships with subordinates, managers and vendors.
- Skill in determining work plan inefficiencies and identifying and implementing alternative processes.
- Skill in detecting maintenance and repair needs of housekeeping equipment and various components of a public facility.
- Skill in managing projects and multiple priorities simultaneously, particularly those of an event-based nature.

Minimum Requirements:**Education:**

- High school graduate or has earned a GED.

Experience:

- At least four years of housekeeping experience in a commercial, institutional or public facility.
- At least two years of supervisory responsibility.

Additional Requirements:

Applicants and employees in this position may be required to submit to a drug screening test and background check.

Application Process:

Interested applicants should email a cover letter, résumé and at least three professional references to:

Paul Herberg

Director of Human Resources

Kentucky Venues

paul.herberg@kyvenues.com

The subject line of the email shall state “KICC Environmental Services Supervisor”.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMODATIONS ARE PROVIDED UPON REQUEST.