

Housekeeping Supervisor (Reg FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=261964>

Downloaded On: Sep. 5, 2025 2:05pm

Posted Sep. 3, 2025, set to expire Dec. 27, 2025

Job Title Housekeeping Supervisor (Reg FT)
Department NA
Institution Community College of Allegheny County
Pittsburgh, Pennsylvania

Date Posted Sep. 3, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6525895>

Apply By Email

Job Description

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Housekeeping Supervisor (Reg FT)

Position Title: Housekeeping Supervisor (Reg FT)

Department: Physical Plant Admin

Campus: South Campus

Additional Information: This position will remain open until filled. However, in order to ensure consideration for an interview, please submit your completed application, cover letter and resume by no later than September 15, 2025. The College cannot guarantee that application materials received

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after this date will be considered or reviewed.

Benefits:

At CCAC, we take pride in offering an exceptional benefits package designed to support our employees' personal and professional well-being:

- **Comprehensive Health Coverage:** Access to an excellent health plan with a very low out-of-pocket expense network option.
- **Generous Time Off:** Enjoy a range of time-off benefits that are tailored to your position, along with a **four-day workweek in the summer** for an ideal work-life balance. These benefits vary and may include vacation, personal, sick, and holiday pay, as well as options like collegial coverage for faculty.
- **Retirement Planning:** Options include a **403(b) retirement plan with up to 10% employer match** or a **state-defined benefit pension**.
- **Financial Peace of Mind:** Employer-paid benefits include **group life insurance, short/long-term disability**, and access to **flexible spending accounts (FSAs)**.
- **Wellness Support:** Our **Employee Assistance Program (EAP)** is available for confidential support, with resources to address personal and professional challenges.
- **Educational Support:** Take advantage of **tuition waivers, tuition reimbursement, Public Service Loan Forgiveness (PSLF)** eligibility, and a variety of **professional development opportunities** to grow your career.
- **Exclusive Employee Perks & Rewards:** Save on theme parks, sporting events, electronics, and more!
- **Additional Advantages:** Free employee parking to make your commute easier.

Remote Work Option: Fully In-Person (May be subject to change)

Work Hours (for hourly positions):

Salary Grade: Admin 13 - \$50,809

Job Category: Administrators

Employment Type: Regular Full-Time

Job Slot:

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Job Open Date: 8/29/2025

Job Close Date: 9/15/2025

General Summary: Supervision of the housekeeping, grounds keeping, contracted project staff in day to day operations to provide clean, sanitary and attractive campus facilities in a cost-effective manner. This position provides the "First Impression" services to assist in achieving student success.

Requirements:

MINIMUM REQUIREMENTS:

Education:

Associates degree.

Experience:

A minimum of five years of experience (or an equivalent combination of education and experience with at least an Associate's level degree).

Required Licensure, certification, registration or other requirements:

Valid PA driver's license

Duties:

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- General housekeeping procedures, housekeeping projects, cleaning techniques, contracts, and products and chemicals.
- Universal precautions and infection control procedures.
- Basic landscaping procedures.

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- All floor care areas, such as carpet cleaning, stripping, and refinishing floor tiles.
- Computer experience in Word, Excel, Access, and Outlook.

Skills and Abilities to:

- Supervise, schedule, and take corrective action with a multi-member unionized staff and manage custodians as well as maintenance personnel.
- Work independently, and communicate effectively, both orally and in writing.
- Operate floor and carpet cleaning equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Schedules, routes, and monitors work assignments for quality assurance for housekeeping staff.
2. Inspects areas of responsibility to ensure the completion of assignments.
3. Provides on-site training and education for staff in the areas of proper cleaning and housekeeping techniques, job efficiency, safety, and health.
4. Maintains adequate inventories and orders all necessary supplies and equipment.
5. Reviews cleaning products and equipment for improvements in usage.
6. Establishes and maintains a product testing program.
7. Prepares the department's capital equipment budget.
8. Supervises building services, including the set-up of classrooms, laboratories, administrative areas, conference, and meeting rooms, displays, and events as necessary.
9. Administers and oversees applicable programs and contractor services, including waste management, recycling services, integrated pest control contract services, and other contractual work.
10. Protects the assets of the institution through control of keys and the effective use of equipment and materials.
11. Maintains the campus safety data sheet (SDS), the right-to-know laws, and hazardous substance survey forms.
12. Performs checks on sinks and toilets to ensure they are working properly; checks on ceiling tiles and other broken items that need to be replaced.
13. Performs other duties as required or as assigned.

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Clearances:

Current criminal record/child abuse clearances will be required if offered the position and to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances, which are available

[here](#)

To view the full job posting and apply for this position, go to:
<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=1808>

jeid-d92eaecff5a526479d8b86cf28d3deae

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

NA

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