



Safi Sana Manager

JOB DESCRIPTION

Position Title: Safi Sana Manager

Type & Classification: Full-Time, Exempt

JOB DESCRIPTION

City of Refuge (COR) is looking for a Manager to develop and administer Safi Sana Cleaning services. This position is responsible for planning, directing, and overseeing the operations and fiscal health of Safi Sana, as well as managing and developing a diverse staff. Safi Sana was founded as a place where refugees could work and provide for their families while they recover and regain control of their lives. Today we employ Americans, refugees, and immigrants. There is room in this position to grow Safi Sana and expand our refugee-initiated businesses.

RESPONSIBILITIES

- Manage day-to-day operations of Safi Sana
- Scheduling and Coordinating Staff including hiring and training new team members
- Oversee Payroll and create/maintain invoices
- Performing specialized services to ensure all locations and equipment are clean
- Maintain efficient and accurate records for quality and cost control
- Deliver excellent communication and motivation to the site so that team goals can be achieved
- Have a full working knowledge of all cleaning equipment, materials, and chemicals
- Support the identification of training needs and ensure accurate records
- Conduct regular cleaning audits and ensure that any issues highlighted are addressed appropriately
- Collaborate with other organizations and businesses to form partnerships
- Maintain budget and track expenditures/transactions
- Strategize and Communicate with COR Team to maintain up-to-date and accurate information on Safi Sana Needs
- Work alongside COR Team to provide job opportunities for refugee and immigrant clients

JOB REQUIREMENTS

- Bachelor's Degree or equivalent experience
- Managing experience
- Desire and ability to work with clients and staff of diverse nationalities, religions, languages, and cultures
- Excellent interpersonal skills and ability to communicate clearly and effectively with clients and staff
- Strong attention to detail and ability to provide clear documentation of services
- Patience and strong commitment
- Ability to seek creative and innovative solutions.
- Ability to manage multiple projects with set deadlines/guidelines

Supervision: The person in this position will provide oversight to part-time and full-time cleaning staff. The person in this position will report to the Executive Director.

Work Environment: The person in this position will work and have access to a standard office, however this position will be flexible to occasionally work offsite. Travel will be required for off-site visits of new clients or to assist in training new employees.

Equipment: The person in this position will use the following equipment: personal computer, phone.

Additional Job Information: This job is full-time and offers paid vacation, retirement, and health benefits. The position is based in Columbia, Mo. Duties will be conducted primarily during normal business hours with occasional evenings or weekends possible, depending on needs.

Salary commensurate with experience

To apply, send resume, cover letter, and references to Garrett Pearson at apply@cityofrefugecolumbia.org