



NEW ENGLAND INNOVATION ACADEMY

Job Title: Housekeeping & Transportation Manager
Department: Buildings & Grounds
Reports To: Director of Operations
FLSA Status: Exempt
Date Prepared: July 2026

Position Summary

The Housekeeping and Transportation Manager performs work, supervises employees, and coordinates activities and duties directly related to housekeeping, and transportation. The Housekeeping and Transportation Manager is responsible for:

- o Ensuring the school's facilities are clean, orderly, and attractive.
- o Complete management of the school's fleet of vehicles and transportation systems.
- o Adhere to all compliances
- o Provides support to students and staff as needed.

This position is full time, 12 month, benefits eligible position. The pay range for this role is \$58,000 - 65,000.

NEIA employees are expected to embody NEIA's principles of empathy, equity, personalization, authentic work, and collaboration in all work activities and actions.

Essential Duties and Responsibilities include, but are not limited to, the following:

Housekeeping Operations

- Works with a housekeeping services vendor to ensure NEIA facilities including but not limited to academic buildings, dorms, and athletic complex are kept in clean and in orderly condition. Oversees vendor performance by checking offices, classrooms, athletic complex, dorm rooms, common areas, including stairways and lounge areas for cleanliness and tidiness. Ensures the vendor provides excellent customer service and daily housekeeping operations run smoothly.
- Oversees the efficient operations of laundry and janitorial services.
- Inspects facilities, recommends upgrades and submits maintenance orders as needed.
- Helps establish workflows, standard procedures, and quality control plans.
- Works with the vendor to train housekeepers on cleaning, maintenance tasks, hygiene and sanitation standards.

- Participates in cleaning projects or routine cleaning activities as required or when short staffed.
- Ensures compliance with OSHA's safety and sanitation practices and procedures.
- Responds to special requests and resolves complaints in a timely manner.
- Inventories and replenishes cleaning products, supplies, and equipment. Controls costs to remain within budget.

Transportation & Fleet Compliance

- Oversees and directs activities related to the school's transportation requirements.
- Coordinates daily student routes, sports team travel, and field trips.
- Recruit and train bus drivers and 7D drivers, review applications and schedule training of qualified candidates; review bus routes and recommend changes.
- Ensures school vehicles are regularly maintained, repaired, and ready to transport students, staff, and guests daily.
- Cleans vehicles regularly inside and out or as required after every trip.
- Maps routes and transports students, staff, and guests on trips and to events pursuant to schedule.
- Promotes safe driving and work activities to minimize the risk of injury or property damage.
- Implements and complies with transportation related policies and procedures to include vehicle safety inspections and driver training.
- Complies with all DOT and governmental regulations.

Other

- Coordinates setups and breakdowns for a wide range of campus gatherings, admissions open houses, graduation ceremonies, etc.
- Provides housekeeping and transportation coverage as needed.
- Works with courtesy, tact, and professionalism.
- Supports the work of the Head of Operations and the Leadership Team in reaching strategic goals.
- Engages in ongoing training and professional learning and development per the school's professional growth framework.
- Performs other duties and responsibilities as assigned and required by the position and the school.

Supervisory Responsibilities

Manages and directs the work of transportation and housekeeping staff members in accordance with NEIA's policies, procedures, and applicable laws. Responsibilities include:

- Self-accountability
- Training employees
- Planning, assigning, and directing work of employees
- Performance management

- Addressing and resolving personnel matters

Salary Range: The pay range for this role is \$58,000 - 65,000.

Education and/or Experience

- High School diploma required.
- Must possess a valid Commercial Class B Driver's License with P or S Endorsement (Medical Examiner's Certificate required as part of the process).
- CPR/First Aid Certified or willingness to become certified.
- Supervisory experience preferred.
- Five to ten years of related experience working in residential facilities, school, or hospitality industry required.
- Proficiency with Google Suite, MS Office, advanced Excel skills are a must.

Qualifications

- Proven ability to provide excellent customer service skills to students, staff, and visitors.
- Ability to train and oversee the work of employees in housekeeping and transportation.
- Proficient knowledge of transportation safety best practices and sanitation regulations.
- Ability to work a flexible schedule, including nights and weekends.
- Ability to work with professionalism, discretion, sound judgment, equity, honesty, and personal accountability at all times.
- Excellent critical thinking, problem-solving, and communication skills.
- Displays sound and accurate judgment and reasoning skills.
- Basic computer knowledge.
- Ability to effectively maintain working relationships with service vendors, students, and staff.
- Pleasant, friendly demeanor and acts well under pressure.
- Understanding of and adherence to applicable laws, regulations, and school safety/security policies, practices and procedures.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Stand/sit for long periods of time.
- Occasionally moves small/medium sized items that may weigh up to 75 pounds.
- Bend, lift, push, kneel, crouch, crawl, stoop.

- Capable of moving around and adapting to frequent changes in position throughout the workday.
- Hearing and speaking to understand and exchange information in person or on the telephone.
- Speak clearly, so listeners understand.
- Use hands and fingers for manipulation, and use computer keyboard, educational tools, play equipment, and perform first aid and CPR.
- Specific vision abilities required include close vision, distance vision, color vision, and depth perception.

Work Environment

- Regularly exposed to moving mechanical parts, fumes or airborne particles, and outside weather conditions.
- Frequently exposed to wet and/or humid conditions, extreme heat or cold.
- Frequently exposed to toxic or caustic chemicals.
- Noise level can be loud depending on work assignment.

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Nothing in this job description restricts NEIA's right to assign or reassign duties and responsibilities to this position at any time.

Interested candidates are asked to send a cover letter and resume to careers@neiacademy.org with the subject: Housekeeping & Transportation Manager

We are unable to respond to phone or email inquiries. To learn more about New England Innovation Academy, please visit our website: <https://neiacademy.org>