



301 N 9th Street, Philadelphia PA 19107 | Tel (215) 922-6156 | Fax (215) 922-PCDC

Cleaning Team Lead (Bilingual – Mandarin & English)

Philadelphia Chinatown Development Corporation

Established in 1966, PCDC's mission is to protect, preserve, and promote Chinatown as a viable ethnic, residential, and business community. Programs focus on providing affordable housing and related services, neighborhood planning and advocacy, commercial corridor development and revitalization, and youth and family support services.

Position Summary

The Cleaning Team Lead is responsible for supervising and supporting the daily operations of the cleaning crew to help maintain a clean, safe, and welcoming neighborhood in Philadelphia's Chinatown. This position serves as the primary liaison between the cleaning team and management, ensuring work is completed efficiently while providing leadership, training, and administrative support.

Key Responsibilities

- Lead and supervise the daily activities of the cleaning crew.
- Monitor progress throughout the day.
- Ensure cleaning tasks are completed safely, efficiently, and according to program standards.
- Attend staff meetings, partner meetings, and training workshops as required.
- Help facilitate internal staff training
- Use smartphones, tablets, and computer software to complete timesheets, reports, schedules, and other work-related documentation.
- Coordinate with management to report maintenance issues, equipment needs, and safety concerns.
- Assist with inventory management and ensure cleaning equipment and supplies are properly maintained.
- Drive program vehicles when necessary to transport staff, equipment, or supplies.
- Perform cleaning duties alongside the team as needed.
- Other duties as assigned.

Qualifications

- Fluency in both Mandarin Chinese and English (spoken required; written communication is a plus).
- Previous experience leading or supervising a cleaning, maintenance, landscaping, or similar field team preferred.
- Comfortable using technology, including smartphones, email, Microsoft Office, and other digital tools.
- Strong communication, organization, and problem-solving skills.
- Ability to work independently and lead a diverse team.
- Valid driver's license with a satisfactory driving record.
- Ability to lift up to 50 pounds and perform physical work outdoors in various weather conditions.
- Experience operating basic power tools.
- Must be reliable, punctual, and committed to maintaining a safe and professional work environment.

Education

- High school diploma or equivalent preferred.

To Apply:

Send a cover letter and resume to Haoyi Shang, PCDC's Commercial Corridor Manager, at hshang@chinatown-pcdc.org with the subject line: Cleaning Team Lead Application.