

Janitorial Supervisor

Who we are:

Since its beginnings over 65 years ago, Relay Resources (previously known as Portland Habilitation Center) has evolved from a forward-thinking school for disabled children disabilities to a thriving and dynamic non-profit organization that creates employment opportunities for people with disabilities. An industry leader with a progressive approach, Relay Resources develops and operates diversified businesses that provide our employees with a variety of job opportunities.

We train people not just to work but to work toward creating an independent, productive, and rewarding lifestyle for themselves. Our employees' desire to succeed is reflected in their on-the-job performance. They are not just completing tasks but more importantly working to transform their lives. As a result, our customers benefit from employees who are fully committed and take pride in their work, which makes for great results.

Relay Resources currently employs approximately 750 people, has revenues in excess of \$40 Million, and operates under a business model that does not rely on contributions, grants or fundraising. We are poised for sustainable growth and looking a new Vocational Specialist to join our team.

Role Summary:

Relay Resources is expanding its operations in the Portland metro area and we have an **immediate need for 1 Janitorial Supervisor** to assist with managing the custodial services account at the Portland International Airport. The Supervisor will be working graveyard shifts and the weekly schedule will include weekends. All shifts will depend on the company needs. Supervisors must have access to a personal vehicle. A successful candidate will have strong skills in customer service, organization, and written/verbal communication. **Come join a team of dedicated professionals who are working towards a powerful mission!**

Qualifications:

- 5 years combination education, janitorial operations, or management/supervisor experience or closely related field;
- Strong skills in business management, interpersonal, communication, and organizational;
- Must have a flexible schedule, could possibly be working outside of normal work hours and weekends on special occasions;
- Excellent customer service and problem solving skills required;
- Applicant must be able to read, write and speak English;
- Proficient in Microsoft Office Suite (Word, Excel, Outlook);
- Must be able to pass a criminal background check and relevant security clearances with city, county, and federal government;
- Must be able to pass drug test;
- Must have a reliable personal vehicle, clean driving record, and possess insurance acceptable to Relay Resources' terms;
- Experience working with people with disabilities preferred, but not required.

Responsibilities:

- Provide direct support and training for the janitorial staff;
- Maintain communication among customers, management, and support staff;
- Conduct site inspections to ensure quality standards are met;
- Complete reports and other paperwork as required;
- Occasionally lift, carry, load up to 50lbs, when replenishing janitorial supplies;
- Stand and walk for long periods of time;
- Attend relevant meetings;
- Respond to customer complaints and concerns;
- Develop and implement work schedules;
- Maintain supply levels at the worksite;
- Resolve worksite conflicts;
- Ensure that the Project Manager is keep informed at all times;
- Have the ability to function within and apply budget constraints (FTE's and supplies);
- Carry a pager 24/7 (except prearranged situations, such as vacations);
- Other job duties as assigned.

Compensation:

Hourly wage starting at \$17.53 per hour plus benefits package: medical, dental, life insurance, 403b retirement, mileage reimbursement (IRS standard reimbursement rate), flexible spending account, paid vacation, and possible housing options (<https://relayresources.org/affordable-housing/live-with-us/>)

Application Deadline: This position will be open until filled