

## Janitorial Supervisor

### Key Purpose

The Janitorial Supervisor is responsible for the day-to-day Janitorial functions and employees. The Supervisor may need to perform Janitorial tasks in addition to supervisory duties.

The Janitorial Supervisor must work successfully with fellow employees and all levels of the organization and maintain the highest level of quality standards. She/He/They must be able to understand and explain instructions on how to complete a task using basic communication.

### Success Criteria

- Comply with safety rules, policies, and procedures
- Perform work assignments in a team with other employees
- Maintain clean work area
- Follow all company procedures, policies, and rules
- Take direction and respond to supervision
- Communicate with the lead, supervisor, co-workers, managers, and customers professionally
- Fill in during staff shortage
- Support shift lead in completing punch-list items
- Use proper personal protective equipment
- Present a professional appearance and conduct
- Understand customer service and satisfaction
- Understand reporting systems and the environment
- Instilling trust

### Key Areas of Collaboration and Influence

- A solid commitment to the guest experience
- Always remember safety first
- Build respectful relationships with all teammates and guests
- Willingness to take directions from the Facility Manager, Key Account Manager, or District Manager
- Coordinate activities with other internal departments. Participate in management team meetings

### Ideal Candidate Experience

- 2+ years of commercial janitorial experience
- High school diploma or GED
- Must be available to work weekends and holidays if needed
- Bilingual in Spanish and English (preferred)

### Key Accountabilities

- Training new team members and providing remedial (refresher) training as needed
- Directing special cleaning projects
- Inventorying cleaning and consumable supplies on hand and submitting orders
- Reviewing and ensuring accurate timekeeping records for team

- Performing assigned janitorial tasks and filling in for absent team members including vacuuming, edging, dusting, cleaning and stocking restrooms and breakrooms, window cleaning, emptying trash and transporting to proper disposal area, and sweeping and mopping floors

### **Physical Demands & Work Environment**

- To perform the necessary functions and tasks of the job you are required to: Stand 33%, Walk >66%, Sit <10%
- Use of hands and fingers to touch, handle, grip, feel, grasp <66%
- Reach above shoulders <33%
- Push/pull and grasp with hands and arms 33-50%
- Climb or balance <33% Stoop, Kneel, Crouch, or Crawl <33%
- Perform repetitive tasks
- Must be able to stand for extended periods of time
- Frequently lift 0-10 pounds
- Must be able to work under pressure and time deadlines during peak periods

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