



**Not just work. Meaningful work.**

**People are at the heart of everything we do.** Our mission is to cultivate meaningful work for people with disabilities and other barriers. By becoming a Janitorial Supervisor, you will join a team that proudly keeps the facilities and shared spaces in our communities clean, in a safe and effective way. Our union representatives at SEIU Local 49 have acknowledged our enhanced cleaning protocols and procedures, sharing them as best practices for the janitorial industry.

We encourage people with a disability, a Preferred Worker Card, or other barriers to employment to apply. Please let us know if you need special accommodations.

### **The Job**

#### **Janitorial Supervisor (Full-time/Swing)**

We're looking for an energetic and motivated teammate to provide supervisory support for janitors with disabilities and barriers at The Portland International Airport. In this role, you will be providing direct support to janitorial staff, while managing communication between customers, management, and support staff.

### **The benefits**

- \$21.60/hour
- Full-time benefits, including: medical, dental, 403(b) retirement plan, life insurance, and mileage reimbursement. **Relay pays 100% of an employee's medical, dental, and vision premiums**
- Enjoy paid time off, paid sick days and paid holidays

### **What you'll do**

- Working hours are Tuesday - Saturday (3:00 PM - 11:30 pm) (with occasional weekend work and schedule flexibility required based on customer needs)
- Location will be Portland International Airport
- Reports to the Director of Janitorial and Service Delivery Team Manager
- Support, train and mentor janitors with disabilities and barriers to ensure success and engagement
- Oversees employees at PDX
- Maintain positive communication between customers, management and support staff
- Conduct site inspections to ensure quality standards are achieved
- Understand and apply budget constraints related to supplies
- Develop and implement work schedules and ensure coverage

- Willingness to perform janitorial tasks when necessary
- Maintain positive communication between customers, management, and support staff.
- Conduct site inspections to ensure quality standards are achieved
- Resolve customer concerns and worksite conflicts in a professional and timely manner.
- Develop and implement work schedules and ensure coverage.
- Willingness to perform janitorial tasks when necessary.

### **Why you're a great fit**

We know that experience is gathered in many ways. These guidelines represent some, but not all the ways you might have acquired the skills required for this role. If you have a demonstrated ability to fulfill the job duties but got there in a different way, please apply.

- A can-do attitude and team spirit!
- 5 years combined education, janitorial operations, and/or management experience 5+ years managing 20+ employees
- Experience working or volunteering with persons with disabilities and/or diverse populations is preferred
- Excellent customer service and problem-solving skills
- Some knowledge of contracts preferred
- Flexible schedule
- Physical ability to perform occasional janitorial tasks; walk, bend, lift and carry items up to 50 lbs. Proficient in Microsoft Office including Word, Excel and Outlook
- Pass a criminal background check to obtain Federal security clearances

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### **More about us**

We're a nonprofit organization based in Portland, OR, employing more than 700 people in the Pacific Northwest. Our variety of services includes janitorial, landscaping, document services, and supply chain solutions, as well as managing affordable housing. We create value for our community by delivering quality services to our customers, good jobs to our employees.