This position is responsible for the coordination and supervision of cleaning crews in effort to provide quality, economical and timely cleaning services to its clients.

Requirements:

Education- High School diploma or GED. College degree or coursework in Business/Management preferred.

Experience- Minimum of one (1) year supervising at least 15 direct reports in a service related environment. Previous janitorial or housekeeping experience preferred.

Additional Requirements-

Valid drivers license

Ability to lift up to 50 lbs.

Drug Test

Background Screen

Duties and Tasks:

Include, but are not limited to:

1. Supervise service crews through leadership, meeting or exceeding standards for service, production, quality, cost, labor efficiency, and on time service. Primary function is to give direction and guidance to lead persons who will then handle the details for the assigned job.

2. Provide orientation and training, evaluate performance and apply disciplinary procedures.

3. Maintain a list of employee availability, assist with scheduling, and ensure compliance with attendance rules.

4. Ensure courtesy and professionalism in client relations and handling care of client's possessions. Resolve client issues and complaints.

5. Set up supply inventories for each new job location or crew vehicle assigned; assign equipment necessary to do the job. Maintain a documented inventory control record at each assigned job location.

6. Ensure that directions to job, job instructions and specifications are clear and executable.

7. Monitor crew productivity and visit jobs to ensure that customer expectations are being achieved and that procedures are being followed and standards of productivity and quality are routinely achieved.

8. Expedite all exposed needs and resolve routine operational situations that occur.

9. Provide for on the job training in company procedures of all cleaning crew members.

10. Assist in maintaining an effective safety program that provides a safe and secure work environment.

11. Ensure compliance to on the job cleaning standards.

12. Ensure that all company rules, policies and procedures are communicated to employees and observed by them.

13. Ensures equipment is correctly maintained and repaired when needed.

14. Prepares and submits all required reports on time.

Other Standards of Performance:

1. Use good judgment in making decisions within scope of authority and the policies and procedures of the company.

2. Establish and maintain good working relationships with subordinates and all other personnel.

3. Plan and coordinate cleaning crews to consistently meet schedules.

4. Strive to improve service operations by increasing productivity and controlling unnecessary expense.