

**JOB DESCRIPTION**

<b>POSITION TITLE:</b>	Janitorial Supervisor
<b>REPORTING TO:</b>	President
<b>FLSA STATUS:</b>	Full-time, exempt
<b>EFFECTIVE DATE:</b>	July 2023

**Overview:**

The janitorial supervisor's responsibilities include scheduling staff shifts, monitoring staff attendance, reporting absences, conducting staff performance reviews, quality control site audits, and liaison between client and crews. You should also be able to make recommendations to management regarding promotions, transfers, and dismissals. To be successful as a janitorial supervisor, you should demonstrate sound knowledge of various cleaning methods and excellent communication skills. Ultimately, an outstanding janitorial supervisor will display effective leadership skills to ensure the timely completion of staffs' janitorial duties.

**Essential Duties:**

- Assigning janitorial duties to staff and regularly inspecting their work to ensure that established standards are met.
- Issuing cleaning supplies and equipment to janitorial staff as needed.
- Taking inventory of all cleaning supplies and equipment and informing management when supplies are depleted.
- Assisting with the screening and hiring of new job applicants.
- Providing training and guidance to janitorial staff.
- Resolving conflicts between janitorial staff in an efficient manner.
- Attending meetings and in-service training sessions as required.
- Performing all janitorial duties necessary in instances of staff shortages.

**Requirements:**

- High school diploma or GED is preferred.
- Proven experience working as a Janitorial Supervisor.
- Big box retail experience

- Proficiency in all Microsoft Office applications.
- Working knowledge of various cleaning methods.
- Excellent organizational skills, effective communication skills, exceptional customer service skills.

We are an equal opportunity employer and make hiring decisions based on merit. Recruitment, hiring, training, and job assignments are made without regard to race, color, national origin, age, ancestry, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, or any other protected classification. We consider all qualified applicants, including those with criminal histories, in a manner consistent with state and local laws.