



POSITION ANNOUNCEMENT

Job Title: Custodial Services Supervisor
Department: Facilities Management
Reports To: Director of Facilities
Shift/Hours: 40 hours per week
Date Prepared: February 6, 2019

SUMMARY

This position manages ongoing custodial services operations for the campus and monitors work quality and production to ensure and maintain campus cleanliness. Acts as a representative of the department and interacts with various areas and levels of the campus community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Monitors staff for quality and productivity of their work; provides feedback to maintain acceptable standards of performance for custodial staff members. Conducts daily campus inspections and provides written reports and guidance to custodial services staff and maintains files for inspections and references as a basis for employee evaluations.
2. Maintains and updates daily schedules for cleaning assignments on an ongoing basis and makes adjustments for coverage in times of staff absences.
3. Performs custodial tasks and assists in areas to maintain facilities as needed.
4. Regularly assesses department operations and offers suggestions for improvement.
5. Prioritizes and schedules project work; maintains and updates project schedules and coordinates work shifts; provides project report on a monthly basis or as requested.
6. Assists with interviewing and selecting custodial staff when needed.
7. Prepares a training plan for custodial department and staff individually and in a group setting on an ongoing basis. Also provides orientation and training for all new custodial employees and evaluates their progress.
8. Maintains material supply inventory and reorders supplies/materials as needed.
9. Ensures that all student volunteers assigned to custodial duties have adequate training, personal safety equipment and supervision on assigned tasks.
10. Engages in regular personal professional development in order to remain current with customary safety practices, changes in industry techniques, best practices and applicable laws.
11. Participates and/or serves on University committees as requested.
12. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of employees and/or student workers; addressing complaints and resolving problems.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

High school diploma plus three to five years' experience cleaning in an industrial or business environment; must have knowledge of cleaning methods, materials, and equipment – including experience finishing hard floors (wood and tile) as well as carpet care experience; two years of experience as a crew leader or supervisor; demonstrated organizational and planning skills; ability to organize and supervise the work of others. General understanding of OSHA requirements and SDS. Familiarity with standard office equipment. Working knowledge of Microsoft Office required.

TO APPLY

Please complete the application on our website at madonna.edu/hr. Please send a letter of intent reflecting the above responsibilities and qualifications and a resume to hr@madonna.edu. Current employees must complete the internal application on MY Portal >Employee Resources.

MADONNA UNIVERSITY

A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.