

## Custodial Manager

### **Description**

Job Summary: To assist management in maintaining or improving cleanliness quality through inspections, training and employee accountability, including employee counseling or disciplining. Managers must build upon established employee relationships, improve employee morale, and help develop subordinates on a continuous basis.

### **Essential Tasks & Responsibilities:**

- Conduct daily inspections for quality and safety. Make necessary corrections.
- Understand all employee work assignments and schedule for adequate coverage.
- Conduct training and retraining as necessary. Follow recommended training process.
- Maintain effective business relationship with staff. Build upon and develop employee satisfaction and knowledge.
- Enforce department policies, follow up on daily assignments, and conduct counseling or disciplinary action.
- Maintain loyalty and honesty with employees, peers, customers and managers.
- Monitor special projects and on-call or new employees.
- Ensure all projects, maintenance, or cleaning challenges are communicated effectively for resolution.
- Control supply inventories and distribute equipment effectively.
- Supervise equipment performance.
- Assist in performing employee performance evaluations and make recommendations on employee performance ratings.
- Observe and report the need of furniture or other building fixtures repairs.
- When necessary, complete custodial work assignments.
- In case of emergency, perform all duties as assigned.
- Provide functional/operational support to work area as essential personnel during times of emergency, catastrophe, inclement weather, etc.
- Complete all other assigned tasks by management.

### **Qualifications**

- High School Diploma or equivalent required.
- Must be physically able to lift, lower, push and pull objects up to 50 lbs. unassisted.
- Ability to stand, climb, bend, stoop and crouch for extended periods of time.
- Must be able to initiate and maintain good customer and co-worker relationships in a team environment.
- Must have the ability to follow oral or written instructions and directions.
- Must be able to communicate effectively with both written and verbal skills.
- Must have the ability to supervise others, demonstrate "quality customer service", and good human relations skills.
- Pays special attention to detail