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# Example of Custodial Manager Job Description

Our company is looking for a custodial manager. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for custodial manager

* Supervise custodial operations to ensure employees have appropriate equipment and resources to perform their jobs and meet goals and deadlines
* Managing work order ticket system and assigning work orders
* Maintaining employee training records
* Develop and manage budget for staffing, supplies, equipment, repairs, and outside services and oversee service agreements
* Provide support/training to custodial supervisors to maintain daily operations
* Develop and maintain organizational and departmental relationships
* Manages the budget by controlling costs
* Responsible for hiring, promoting, disciplining and discharging personnel according to Company policies and procedures
* Responsible for developing and sustaining the relationship of nominated and targeted accounts within the sector on a national basis
* Achieve targeted sales performance in the areas set by the Account Directors

## Qualifications for custodial manager

* Must become certified as a Safety Trained Supervisor (STS) within 6 months of employment
* Prior high level ES Management experience in a hospital environment preferred
* Must have a minimum of 5 years Housekeeping and/or Custodial management experience
* Must have experience managing at minimum of 20 employees
* A minimum of six (6) years of recent, relevant facilities experience in facilities management or custodial related work
* Manage and coordinate the review and implementation of the Custodial Operations Procedures Manual (OPM) and the Custodial Operations Policy and Procedures (COPP)