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# Example of Custodial Manager Job Description

Our company is hiring for a custodial manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for custodial manager

* Leads the development of service plans for a designated area that outline the tasks of and expectations for housekeepers and managers
* Maintains inventories of supplies and equipment and records of work with client and client vendors
* Monitors and recommends supply needs that address service requirements
* Constantly seeks ways to improve efficiency, service quality, and to reduce environmental impact of cleaning services
* Conducts quality control assessments to ensure quality of work and compliance with operational procedures and assists Director of Operations in reviewing and analyzing team iQC data
* Maintain department budget by planning and reporting of financial information
* Utilizes University payroll, overtime, and discipline systems according to expectation
* Coordinates the activities of employees in custodial operations to utilize staff, materials, and equipment in an effective and efficient manner
* Hire, guide, train, and give technical assistance to directors, managers, and employees in custodial projects
* Understands, enforces, and complies with University policies and procedures

## Qualifications for custodial manager

* Ability to communicate in Spanish would be helpful in managing this work force
* Previous experience managing an EVS Department in a hospital environment
* Previous experience working in a Children's hospital is a must
* Previous Custodial Management experience in a Hospital required
* Minimum of five to ten years of recent experience in working supervision of custodial and related employees performing cleaning functions in a Tier 1, type A facility
* Must have general hands‑on knowledge of routine daytime facility cleaning and related services