Downloaded from <https://www.velvetjobs.com/job-descriptions/janitorial-manager>

# Example of Janitorial Manager Job Description

Our company is searching for experienced candidates for the position of janitorial manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for janitorial manager

* Ensure team performance and accountability, conduct annual performance reviews, and create plans for employee growth and development
* Lead team meetings, draft meeting agendas, and report to executive team on program quality and performance metrics
* Develop business case for new projects and program expansion (business, financial and operational)
* Ensure team compliance with all company safety and security policies and procedures
* Provide planning guidance and execution support for all company events relating to janitorial, landscaping, event set up
* Oversee and strategize on all landscaping programs throughout the bay area
* Manage pest control and extermination for all sites, exterior sweeping, and power washing maintenance to ensure proper upkeep of assets
* Maintain drinking water stations throughout all bay area sites
* Must be comfortable directing employees and maintaining professional client relations
* Coordinates janitorial services for high rise office building

## Qualifications for janitorial manager

* Experience managing 100-150 janitorial employees
* Work well in a high visibility environment
* 5+ years (or more) relevant experience in janitorial program management, recycling, custodial or grounds maintenance
* Ability to support multiple facilities simultaneously
* Exceptional customer service skills, with a commitment to overall program excellence
* Strong organization and prioritization skills to lead multiple locations and service types, while ensuring timely completion of assigned projects