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# Example of Janitorial Supervisor Job Description

Our company is growing rapidly and is hiring for a janitorial supervisor. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for janitorial supervisor

* Establishe/maintain work performance standards
* Participate in ongoing management/technical skill development training programs
* Conduct orientation of employees, develops employees’ skills/abilities and perform annual employee evaluations
* Ensure Safety and compliance
* Plan, coordinate and monitor all shifts Clean Team activities
* Develop and maintain algorithms for all facilities/buildings to properly calculate size of the crews to be assigned to them
* Ensures high level of service is delivered performing walk thru and inspections and a monthly quality audits
* Review areas assignments and work schedules making adjustments as needed for service improvement
* Proactively coordinate activities with other departments, making sure jobs are scheduled and completed as requested
* Coordinate and supervise special projects during factories shutdown

## Qualifications for janitorial supervisor

* Create purchase requests for janitorial contractors, material suppliers and all related vendors, making sure a PO is always available to pay related invoices
* Inventory control of supplies and cleaning materials, preventing low and overstocks
* Report/escalate issues (accidents, injuries, and unsafe work conditions) as needed in a timely manner
* Responsible for keeping all equipment in good working condition
* Provide and manage contractor access to facilities, equipment, data, staff, materials, and information
* Provide or coordinate building services training for contractor shift supervisors, leads and employees