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

# Example of Janitorial Supervisor Job Description

Our growing company is searching for experienced candidates for the position of janitorial supervisor. 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 janitorial supervisor

* Develops, maintains, and monitors work schedules of all shift personnel, including the preparation and submission of weekly payroll time sheets
* Train personnel in acceptable performance of their assigned duties
* Document and mange contract performance based on existing “Key performance indicators”
* Demonstrate and document on going continuous improvements for assigned operations and staff
* Perform special project assignments as required
* Conducts quality assurance checks and manages materials inventory general use of equipment
* Resolves on-site customer complaints
* Cover areas in event of absenteeism
* Must be aware of safety program and enforce it to prevent accidents
* Must be knowledgeable of chemicals application and safety handling

## Qualifications for janitorial supervisor

* Possess ability to use email, the Internet, and basic computer applications
* Bi-lingual required (Spanish and English), must be able to read and write in both languages
* Flexible schedule, may be asked to work weekends/longer week days
* Proficient in the English language (bilingual English/Spanish) preferred
* Must be knowledgeable on all aspects of carpet maintenance, vinyl flooring and general cleaning methods
* Understand chemical handling and storage per SDS specifications