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# Example of Janitorial Supervisor Job Description

Our company is growing rapidly and is looking for a 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

* Ensure environmental procedures and issues are being implemented through the direction of the customer’s environmental specialist representative
* Periodically inventory supplies and equipment for appropriate levels and needs
* Manage special projects and related duties as requested
* Responsible for overseeing 40 onsite custodians, predominantly part-time employees
* Serves as a working lead, coordinating activities of employees engaged in cleaning and/or maintaining smaller less complex facilities of commercial, health care facility, school, residence hall, or other establishments
* Bilingual skills in Spanish desired but not required
* All SOPs must be followed
* Perform regular cleaning quality inspections for all areas
* Conduct Quality Assurance inspections
* Investigate and resolve service issues

## Qualifications for janitorial supervisor

* Remove All Wet Sign when Floor is dry and safe for traffic
* Make sure your closet is organized and all Sink fixture are closed
* Perform one check-it a month
* Must be available to be on call - Nights, Weekends, emergency situations
* Previous supervisory preferred
* Minimum of five years as an EVS Aide / Environmental Services Aide / Custodian / Janitor / EVS Tech / Environmental Services Technician required