



Example of Custodial Supervisor Job Description

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

Responsibilities for custodial supervisor

- Supervise and instruct employees in proper custodial and safety methods
- Provide a safe work environment through the training of employees and inspection of equipment
- Reassign and adjust crews to respond to special needs or tasks
- Prepare or review written disciplinary actions, memos, and employee performance appraisals
- Inspect all areas of campus for cleanliness and unusual activity
- Act as a liaison between GAs and building representatives
- Demonstrate continuous effort to improve operations, decrease complaints, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Responsible for the daily administration of the Custodial department
- Orchestrate daily inside labor activities to foster a seamless and cooperative delivery of service while minimizing internal conflict
- Direct custodial trades during Arena, Theater, Expo Center and 3rd floor events

Qualifications for custodial supervisor

- Experience in estimating, scheduling and managing custodial or housekeeping services provided by individuals and small groups and experience supervising 10+ FTE
- Knowledge of solid waste and recycling practices preferred
- Minimum of five years of custodial or housekeeping experience

and building occupants

- Working hours are not confined to weekdays, may will also include evenings and weekend event coverage on-call for emergency situations
- Well-developed analytical and planning skills