



Job Title: Janitorial Supervisor

Job Group: III

Location: Various Locations (Buffalo)

Reports to: V.P. of Facilities and Purchasing & Facilities & Purchasing Specialist

SUMMARY:

Supervise work activities of janitorial personnel on the evening shift. Assign duties, inspect work, and investigate complaints regarding janitorial services and take corrective action. May purchase janitorial supplies and equipment, take periodic inventories, screen applicants, train new employees, and recommend dismissals. Work may require lifting of heavy objects, working in inclement weather, and some weekends.

RESPONSIBILITIES:

- Oversee the work of custodial staff, ensuring that buildings remain clean and that all maintenance concerns are taken care of in a timely manner.
- Maintains a janitorial supply inventory and places orders for all sites.
- Coordinating the Work and Activities of Others.
- Getting members of a group to work together to accomplish tasks.
- Schedules weekend site cleaning tasks with the Facility Maintenance Worker II.
- Receives janitorial staff call-ins and schedules coverage.
- Perform the duties of a janitor to include sweeping, mopping, vacuuming, dusting, and polishing furniture, washing walls and windows, collecting and removing waste, cleaning restrooms and replacing restroom supplies.
- Maintain building security such as, unlocking and locking site entrances along with arming and disarming alarm system.
- Seasonal outdoor work to include shoveling snow off walk in front of entrance and minor ground keeping duties.
- Travels to different sites and locations to conduct cleaning inspections.
- Follows safe work practices.
- Will keep Agency vehicle clean at all times.
- Other duties as assigned.

REQUIRED KNOWLEDGE, AND SKILLS:

Knowledge of basic janitorial equipment and commercial cleaning techniques. Use basic maintenance and repair equipment such as, but not limited to, carpet cleaners, hammers, buffers, and ladders. Work independently and as a member of team under absence of direct supervision. Understand and carry out oral and written instructions. Adhere to standard safety precautions. Interact in a professional and respectful manner with facility staff and clients.

QUALIFICATIONS:

High school diploma or general equivalency diploma (GED). At least 6 months of cleaning experience. Valid New York State driver's license and current driver's safety training certificate.

Monday-Friday 4-12am or 5-1am. The person may on occasion be called in for emergency cases on evening or weekends.

To apply, please use the following link:

Maintenance: <https://home.eease.adp.com/recruit/?id=3941101>

If link does not connect, please copy and paste address in your web browser