

JANITORIAL JOB DESCRIPTION

Project Managers

Oversees all facilities or location to include, but not limited to the following:

- Manages the administration and delivery of various facility's complete janitorial program
- Establishes, maintains and promotes an on-going work responsive relationship with the management staff of our clients
- Have working knowledge of budget analysis, labor distribution, field reports, and other pertinent records
- Have working knowledge of opening, closing, and securing all facilities
- Develops and implements methods, procedures and workflow efficiencies
- Conducts building walk-through with supervisors daily and complete facility inspection reports
- Conducts daily checks of maintenance closets and equipment for safety and cleanliness
- Ensures proper use of supplies and equipment through the training and development of supervisors and associates
- Be able to operate all types of cleaning machinery and equipment
- Adheres to company guidelines for discipline and termination procedures
- Interacts with subcontractors and outside vendors
- Monitors facility supply orders
- Monitors the scheduling of associates to ensure that each facility is within budgeted hours
- Ensures that all locations are properly staffed daily by monitoring the clock system
- Ensures that associates are adhering to company policies and procedures
- Completes special projects or additional duties as required
- Must be available twenty-four (24) hours a day

Qualifications:

- Minimum of 3 years facilities management in the janitorial industry or
- Minimum of 2 years from an accredited college or university
- Must possess comprehensive knowledge of facilities management and operations, janitorial management procedures
- Excellent written and verbal communication skills
- Must have the ability to clearly communicate effectively and tactfully with customers, subordinates, and management of all levels within the organization
- Must be responsible and have the ability to motivate workers
- Strong proficiency in Microsoft Office required
- Must have excellent analytical and supervisory skills; strong time management, project management, and critical thinking skills; and strong leadership and interpersonal skills
- Ability to adapt to a fast-paced and changing work environment
- Ability to prioritize and organize work related tasks and special projects
- Strong attention to detail and ability to meet deadlines
- Strong organizational skills and multi-tasking abilities

Physical Demands:

Constant (up to 100%) standing, walking, pushing, balancing, stooping, kneeling, crouching, twisting, reaching over head, handling/fingering, reaching forward, and concentrating. Must be able to lift and and/or carry 50lbs.