

# JANITORIAL JOB DESCRIPTION

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## Supervisors

Oversees the daily operations of a facility or location to include, but not limited to the following:

- Opening, closing, and securing the facility
- Managing the associates on duty
- Scheduling the associates to work within payroll budgeted hours
- Ensuring that their location is properly staffed daily
- Assigning associates job assignments
- Taking supply inventory and maintaining the supply inventory
- Conducting facility walk through daily
- Training new associates on chemicals, safety, and proper cleaning strategies
- Ensuring a safe working environment for all employees
- Ensuring that associates are adhering to all company policies and procedures
- Notifying the manager with all complaints and concerns
- Maintaining high levels of customer satisfaction
- Providing a high quality-level of service
- Must be available 24 hours a day

## Minimum Skills:

Minimum of 2 years experience

## Preferred Skills:

- Floor experience preferred, but not required.
- 12 years of education

## 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.