



3327 W. Industrial Loop
Coeur d'Alene, ID 83815
www.teshinc.com
(208) 765-5105

JOB TITLE:	Janitorial Manager
DEPARTMENT:	Commercial Services
RESPONSIBLE TO:	Facilities and Production Manager
SUPERVISES:	Janitorial Supervisors & Janitorial Leads
FLSA:	Part-Time, Hourly, Non-Exempt

ESSENTIAL JOB DUTIES:

Contract Bidding and Implementation – Competitively bid contracts which include a target goal of 5% profit above direct and indirect costs. Assure strong communication is maintained with all customers and contracts. By working directly with customers and janitorial crew supervisors, assure excellent customer service is provided and maintained.

Contract Maintenance and Quality Control – Assure exact specifications of each contract are understood and included in contract maintenance planning. Assure crews have understanding of each contract and the means to meet contract specs on defined schedule. Assure all contract requirements are met on a timely basis, including, but not limited to, quality control inspections. Establish and maintain excellent relationship with customer points of contact and maintain excellent customer service. Inspect customer locations on regular basis to assure quality standards are being met. Assure customer surveys are completed as required.

Supervisory Responsibilities – Manage and mentor crew supervisors, who supervise 3-7 member team, and janitorial lead workers working independently on a contract. Responsible for overall direction, coordination and evaluation of these crews. Carry out supervisory responsibilities in accordance with organization’s policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints in a timely fashion, and resolving problems. Manage staff and client hours in manner which will contain costs and maximize profit margin while maintaining quality. Fill in for absent staff if/when needed. Coordinate with Employment Services department when a crew member requires the support of a Job Coach.

Supplies and Equipment Maintenance – Assure ordering and dispensing of needed janitorial supplies for all contracts and Tesh locations. Assure cost allocation of supplies to each contract or cost center occurs on a monthly basis, prior to billing. Complete quarterly inventories for accounting. Periodically assess effectiveness of products and the manner in which they are used. Assure janitorial equipment is functional and safe; insure replacement parts are available to allow for timely repairs in house when possible. Assure janitorial staff is trained in proper treatment and maintenance of equipment to assure its longevity and availability.

Records Maintenance and Documentation - Ensure client and staff timesheets are completed accurately and submitted on time. Maintain Safety Data Sheets on all products used by janitorial crews; make Safety Data Sheets available to each crew at each contract location.

AGENCY EXPECTATIONS:

- Ensure that all crew member interaction is focused toward promotion of their independence and is positive and appropriate. Work with crew members on managing negative behaviors.
- Except for planned and approved absences, consistent and regular attendance is required.
- Must be willing and able to adapt to schedule changes on a daily basis. Must effectively monitor use of time to assure greatest level of productivity and contribution to Tesh.
- All staff is expected to make a positive and effective contribution to Tesh through their behavior and work skills and represent Tesh positively in the community.

QUALIFICATIONS:

- o Graduation from a standard high school or its equivalent.
- o Must have at least one year supervisory experience, preferably in a rehabilitation setting
- o Must Have experience bidding contracts.
- o Janitorial experience preferred.
- o Must have an interest in working with people with disabilities.
- o Must pass criminal history check and drug/alcohol screen.
- o Must have strong written and verbal communication skills and the ability to transfer ideas and events into a written report

Physical Requirements – Ability to lift at least 50 pounds on a frequent basis; stand and/or walk for minimum of three – four hours; bend, twist and/or stoop on regular basis; walk, stand and sit as required to fulfill duties of janitorial sites; work with cleaning chemicals and janitorial equipment.

Driving Requirements – Must have a valid driver’s license, good driving record, proof of liability insurance and the ability to safely drive a vehicle. Will be required to transport crew members to/from homes and to job sites.

SUPERVISORY RELATIONSHIP: Directly responsible to the Facilities and Production Manager.

WORK SCHEDULE: It is anticipated this position will require up to 25 hours work per week. Monday through Friday, 1pm – 6pm; actual daily schedule may vary based on the needs of the contracts or business.

WAGE: Starting wage is \$14.00 per hour. This position is entitled to overtime compensation when over 40 hours are worked within one work week. As a general rule, Tesh tries to avoid overtime.

FRINGE BENEFITS: After two months satisfactory performance in position, eligible for Tesh benefits including medical, dental, vision, and long term disability insurance, as well as paid sick and vacation as defined in the Tesh Policies and Procedures Manual. Benefits dependent on hours worked.

This job description is general in nature and not intended to be exhaustive. Tesh reserves the right to revise or change job duties and responsibilities as the need arises.

Tesh, Inc. is an Equal Opportunity Employer, compliant with ADA and Affirmative Action requirements; Tesh, Inc. is a Drug, Alcohol, and Tobacco Free Employer.

Employee Name (Please Print) _____

Employee Signature _____ Date _____