CLEANING SERVICES SUPERVISOR

Facilities

POSITION SUMMARY

Supervises thirty five or more cleaning services personnel who clean res-halls, academic, administrative, and athletic facilities on campus. The supervisor will oversee all cleaning services staff on campus.

Hours for this position would be from 4am to 1pm or 7 am to 4 pm (depending on the department’s needs).

SUMMARY OF DUTIES, RESPONSIBILITIES AND GOALS

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. Other duties may be assigned.

- Supervise cleaning services bargaining unit employees, temporary employees, and student workers.
- Conduct annual performance reviews; counsel, train and coach employees as necessary.
- Conduct inspections on a daily basis.
- Prepare work requests for problems identified by Cleaning Services staff. Able to create purchasing requests for any materials/tools needed for the cleaning services staff.
- Validate daily payroll in Kronos and labor distribution sheets in Mainsaver. Familiar with Microsoft Office, and able to read and understand budget reports. Perform additional administrative tasks.
- Approve vacation requests, prepare sick leave sheets, and prepare accident reports. Change work assignments to cover absent workers as needed.
- Schedule high intensity floor care (carpet extraction, tile stripping and waxing, wood refinishing).
- Work alongside Conference Services and create a detailed room cleaning schedule for the summer groups in the Res-Halls.
- Order portable toilets for various campus events. Coordinate window washing and furniture moves with contractors.
- Provide inventory of academic classroom furniture and students rooms, prior to start of school year.
- Read and understand directions and chemical labels on Material Safety Data. Familiar with Occupational Safety and Health Administration (OSHA) regulations.
• Schedule support personnel for special events such as Commencement, Open House, and Alumni Weekend.
• Additional duties may be assigned.

QUALIFICATIONS

• High School diploma preferred.
• Three or more years’ supervisory experience; bargaining unit experience is required.
• Three to five years of custodial experience required
• Must be organized, prompt, independent and possess great attention to detail.
• Knowledge of Microsoft Office (Word, Excel, PowerPoint), Payroll, and Mainsaver or similar systems.
• Ability to clearly communicate in English and Spanish.
• Desire to learn new cleaning tools and techniques.
• Customer service orientation required.
• Must be able to, with no limitations, bend, stoop, climb stairs, carry up to 50 lbs, remain on feet for extended periods.
• Willing and able to work overtime and respond to emergencies.
• Must have valid California driver’s license and maintain his or her Occidental Authorized Driver Status

APPLICATION INSTRUCTIONS

Please submit a resume and cover letter explaining how your qualifications meet the requirements of the position to resumes@oxy.edu.

As a condition of hire for a staff position and for appointment to a faculty position, Occidental College requires that all candidates who have received a conditional offer of employment complete an application form (if they have not already done so) and consent to a background check. Satisfactory completion of a background check, along with pre-employment verifications and references are required as a condition of employment, but only as permitted by federal, state, and local law, including the City of Los Angeles Fair Chance Initiative for Hiring Ordinance.

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles’ Fair Chance Initiative for Hiring Ordinance.

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