



# CLEANING SERVICES SUPERVISOR

## *Facilities Management*

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### **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 4 am to 1 pm 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 of 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. Able to implement existing standard operating cleaning procedures.
- Customer service orientation required.
- Must be able to, with no limitations, bend, stoop, climb stairs, carry up to 50 lbs., and remain on foot for extended periods.
- Willing and able to work overtime and respond to emergencies.
- Must have a 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](mailto:resumes@oxy.edu)

## ADDITIONAL INFORMATION

Occidental is an Equal Opportunity Employer and does not unlawfully discriminate against employees or applicants on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, pregnancy, breastfeeding or related medical condition, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, genetic characteristic or information, military and veteran status, or any other characteristic protected by state or federal law. Occidental is strongly committed to increasing the diversity of the campus community and the curriculum, and to fostering an inclusive, equitable, and just environment within which students, staff, administrators, and faculty thrive. Candidates who can contribute to this goal through their work are encouraged to identify their strengths and experiences in this area. Individuals advancing the College's strategic equity and justice goals and those from groups that are underrepresented in the field are particularly encouraged to apply.

Salary is commensurate with experience and qualifications. A comprehensive benefits package is available that includes: excellent health, dental, life, and retirement benefits; tuition benefits for the employee, spouse, domestic partner, and dependents; additional extras including use of gym facilities and the College Library. For a detailed description of benefits, please visit <https://www.oxy.edu/offices-services/humanresources/benefits-information>.

All qualified applicants will be considered for employment, 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.

Occidental College is committed to working with and providing reasonable accommodations to applicants with qualifying disabilities. If you need a reasonable accommodation because of a disability for any part of the application or employment process, please contact Human Resources ([hr@oxy.edu](mailto:hr@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.

*Revised May 2021*