



Name:			
Job Title:	Cleaning Technician Supervisor		
Full-Time/Part-Time:	Full-Time		
Exempt/Non-Exempt:	Non-Exempt		
Supervisor:	Jeff Schneider		
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Supervision of all cleaning staff focusing on their performance in terms of cleanliness and their behavior while on duty. • Coordinate with the Cleaning Division scheduler on a daily basis regarding current tasks. • Act as point of contact between cleaning staff and management. • Ensure the company policies and procedures are carried out. • Actively promote Health and Safety and report any breach directly to management. • Ensure that all staff wear all appropriate PPE. • Ensure all paperwork is done in a timely fashion and billing is turned into Accounting daily. • Motivate team members and resolve any issues that occur on the job. • Regularly taking inventory of cleaning supplies. • Ensure quality control amongst cleaning staff. • Provide training for new staff as well as re-training for current staff. • Other duties as assigned. <p>REQUIREMENTS</p> <ul style="list-style-type: none"> • Working knowledge of cleaning. • Ability to multi-task. • Ability to stand, kneel, lift, etc. for extended periods of time. • Excellent organizational and time management skills. • Exceptional customer service skills. • Effective communication skills. • Knowledge of cleaning chemicals and supplies. • Familiarity with Material Safety Date Sheets. 			
Employee Signature		Date:	
Manager Signature		Date:	