

JOB TITLE: Janitorial Crew Supervisor
DEPARTMENT: Vocational
JOB RELATIONSHIPS
DEPARTMENT HEAD: Vocational Program Director
Overseen/SUPERVISED BY: Janitorial Crews Coordinator
DIRECTLY Supervises/OVERSEES:
STATUS: Hourly/Non-Exempt

POSITION SUMMARY

The Janitorial Crew Supervisor shall supervise and provide production support to small crews of disabled workers performing janitorial services at community based janitorial sites.

QUALIFICATIONS

A. EDUCATION AND EXPERIENCE

1. A minimum of a high school diploma, GED, or suitable combination of education and experience.
2. Prior experience working with people with disabilities and or prior experience working within a production setting.

B. KNOWLEDGE, SKILLS, ABILITIES

1. Ability to model a high quality of values and goals based upon typical community standards.
2. Ability to work a variable work schedule including but not limited to evenings, weekends and holidays.
3. Ability to work with developmentally disabled workers.
4. Skilled in creative problem solving as situations arise.
5. Ability to work without direct supervision while being a part of a larger team.
6. Skilled in the usage of janitorial equipment.
7. Good communication and paperwork skills

C. OTHER

1. Be able to pass Criminal History Check.
2. Be able to pass the pre-employment drug testing for illegal substances only.
3. Have valid ODL and auto insurance with good driving record.
4. Be at least 18 years of age.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. SUPERVISION OF CREW

1. Will supervise and work alongside a crew members, modeling and or completing production tasks.

B. CLIENT WORKER TRAINING

1. Will provide training to crew members for improving janitorial skills.
2. Will maintain awareness of client worker Individual Support Plans (ISPs) and will implement those activities as described for the work setting.

3. Will follow any Positive Behavior Support plans in place for client workers.

C. **JANITORIAL CONTRACT REQUIREMENTS**

1. Will ensure that contract specifications are met for each site.
2. Will ensure that work is done in a timely manner according to contract specifications.
3. Will provide production support as needed.

D. **TRANSPORTATION**

1. Will provide transportation for client workers to contract sites utilizing Marie Mills Center Vehicles.
2. On a backup basis and with Manager approval use personal vehicle to provide such transportation.

E. **SCHEDULES**

1. Shall perform duties as necessary during non-traditional hours such as weekends and holidays.
2. Shall provide backup support to other crews/supervisors.

F. **MEETINGS**

1. Will attend scheduled meetings as requested.
 - a. Janitorial Meetings
 - b. Client Service Meetings
 - c. Safety Meetings

G. **CARE OF EQUIPMENT AND SUPPLIES**

1. Will ensure that equipment, supplies and materials entrusted to them or their crew are cared for in an appropriate manner and properly secured/stored after usage.

H. **PAPERWORK**

1. Will ensure that paperwork requirements are completed in a quality and timely manner.
 - a. Daily Time Sheets
 - b. Worker record keeping requirements

I. **CONFIDENTIALITY**

1. Will protect the confidentiality of the community contract site.

J. **OTHER**

1. Other duties as requested.

JOB CONTACTS

1. Primary job contacts will be with agency administration and management.
2. Contacts across agency programs in support of client workers as requested.
3. Contacts with various outside contract sites.
4. Contacts with those served by Marie Mills Center and family members/care providers as requested.
5. Other contacts for special projects as requested.

WORKING CONDITIONS

1. A fast-paced, meticulous and deadline-driven position.
2. Occasional travel required locally to various agency service sites as needed.
3. Occasional local travel in support of agency as needed.
4. Occasional overtime.
5. As needed, occasional travel outside of Tillamook County (example – training)
6. Occasional agency events after traditional work hours/days.

Signature

Date