

LANCASTER COUNTY CLEANING SUPERVISOR

NATURE OF WORK

This is responsible work supervising personnel and activities involved in the cleaning and maintenance of large office or other institutional buildings and related County facilities.

Work involves responsibility for planning, scheduling and supervising the work performed by Building Cleaners and Cleaning Equipment Operators; inspecting buildings for proper maintenance and completion of cleaning tasks; and ensuring emergency cleanup work is performed. Work also involves training employees in the use of proper cleaning methods, equipment, materials, and safety measures; investigating and demonstrating new methods, procedures, techniques and equipment used in cleaning functions; assisting in maintaining security of the building; coordinating the inventory control of furniture and equipment and maintaining inventory records; preparing budget requests and monitoring expenditures; and hiring new employees. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and results achieved.

EXAMPLES OF WORK PERFORMED

Plan, schedule and supervise the work of Building Cleaners and Cleaning Equipment Operators; conduct follow-up inspections to ensure proper maintenance and completion of tasks.

Train employees regarding equipment, proper cleaning procedures and safety measures involved in cleaning activities.

Order cleaning supplies and equipment; monitor and control usage.

Assist in the security of offices and buildings by ensuring doors and windows are locked, reporting the finding of valuables and monies left unattended, and reporting persons in unauthorized areas to the proper authority as needed.

Perform emergency and special clean-up assignments.

Perform minor repairs and/or adjustments to cleaning equipment and machines.

Coordinate inventory control of all furniture and equipment; issue and mark equipment; coordinate repair requests and furniture and equipment movement when transferring residents or staff.

Oversee replenishment of cleaning equipment and supplies.

Prepare preliminary budget requests; approve and monitor budgetary expenditures for appropriate operating sections.

Clean, repair and replace draperies.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of cleaning methods, techniques and materials.

Knowledge of the operation and maintenance of industrial cleaning equipment.

Some knowledge of building maintenance and repair.

Some knowledge of budget preparation and monitoring of expenditures.

Ability to supervise and evaluate the work of subordinate cleaning staff.

Ability to establish and maintain effective working relationships with co-workers, public officials and the general public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent plus six months of experience in custodial or housekeeping work or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Dependent upon work assignments, travel to other building sites may be necessary. Possession of a valid driver's license when operating a County vehicle is required.

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