

Careers

Position: Janitorial Supervisor

Compensation: Full-time; Up to \$14.00 per hour

Location: Albany, GA - MCLB

Benefits: Health & Dental Insurance; Paid Vacation Time

Department: Contract Services

Company Overview

PowerWorks Industries' (PWI) mission is "Developing People, Changing Lives, Building Communities." Our organization provides contracted custodial and grounds maintenance services for two military installations in Georgia. These contracts are provided by the federal government through the Javits-Wagner-O'Day Act, and require at least 75% of the hourly wages to go to people with documented disabilities. In 2010, 85.73% of PowerWorks' 94 employees were disabled. Goodwill Industries of the Southern Rivers (GWISR), our affiliate, provides administrative support, case management, and placement services for our team members. In 2010, GWISR served and trained approximately 25,126 people and helped 3,540 people earn good jobs.

Position Summary

The Janitorial Supervisor is responsible for overseeing the work of assigned janitorial personnel while making sure all assigned facilities meet contract requirements. He or she directs and coordinates activities of the janitorial service contracts to ensure contract goals are accomplished per contract requirements and establish a working relationship with base personnel to permit exchanges of information that can be used to increase customer satisfaction and the overall performance of the contract.

Primary Job Duties

- Establish a work schedule for assigned shift to ensure cleaning assignments are completed.
- Assign and distribute work teams to designated work locations.
- Maintain staff schedules and approve time in time management system on daily basis.
- Ensure quality control practices are being utilized and are in place.
- Supervise, train and oversee janitorial, floor care, and supplies restocking conducted by staff.
- Communicate with and maintain strong working relationship with customers.
- Maintain system and monitor usage of equipment, tools and supplies inventory and storage.
- Distribute daily inspection reports and direct staff to resolve any problems reported.
- Responsible for following and ensuring all safety rules are complied with and appropriate safety equipment is used.
- Order supplies as required, shops for supplies and run errands as needed.
- Maintain a system for security and loss prevention.
- Maintain property keys, unlock trailers and open office daily as needed.
- Records all cleaning materials and supplies needed to perform the required tasks.
- Promotes safety awareness among team members and clients. Ensures that hazardous working conditions are avoided.
- Ensures equipment is properly maintained, operational, clean and stored at the end of the shift.
- Ensures that before and after operator maintenance is performed on all equipment.

Qualifications



- Graduation from high school or equivalent required, some college or technical school preferred.
- Prior leadership experience is preferred.
- Experience working with disabled persons is helpful.
- Experience with implementing policies and guidelines and initiating discipline, counseling and motivation preferred.

Application Process

[Click Here](#) to fill out an online application and attach your resume.