

GOODWILL INDUSTRIES OF NORTHWEST OHIO, INC.
JOB DESCRIPTION

I. JOB TITLE: Supervisor

II. SUPERVISOR'S TITLE: Director, Contracts Department

III. SUPERVISION EXERCISED: Custodial workers and crew leaders in region.

IV. QUALIFICATIONS:

1. Background in janitorial industry and experience in using equipment and chemicals.
2. Effective verbal and written communication skills.
3. Neat, clean personal appearance.
4. Ability to work solo and/or in combination with co-workers.
5. Must pass background and drug checks.
6. Must have valid driver's license.

V. RESPONSIBILITIES:

1. Maintains and cleans rest rooms, offices, public traffic areas, lobbies, entrances, cafeterias, break rooms and lunchrooms. Responsible for floor care and carpet care, trash collection and removal, window washing and wall cleaning.
2. Responsible for safety issues at the job site, monitoring employees to insure proper safety procedures are followed including reporting of accidents, injuries and all safety hazards to supervisor.
3. Keeps attendance of all crewmembers including reporting of absenteeism to supervisor and verification of time cards.
4. Reports any employee illness on the job to Manager.
5. May be responsible for filling in for absent crewmembers.
6. Completes supplies and equipment requisition forms.
7. Secures supplies and equipment at the end of each assignment.
8. Delivers supplies, and trains employees on proper use of supplies.
9. Schedules preventative maintenance on all equipment on a periodic basis.
10. Reports any building and/or grounds maintenance issues to supervisor for reporting to customer.
11. Completes maintenance notice forms for notification to the Director and makes customers aware of maintenance issues.
12. Responsible for coordinating disciplinary actions, evaluations, and other personnel issues as needed with Manager.

Employee Signature
Rev 12/11

Date