

Employment Opportunities for Macalester Staff Positions

Custodial Services Manager

Department: **Facilities Services**

of **1**
openings:

Appointment: **Full Time - Regular**

FLSA **Salaried (Exempt)**

Classification:

Annualized **1.0**

FTE:

Wage

Information:

Priority Date: **1/28/10**

Location: **Regular Jobs**

Purpose of Position

The Custodial Services Manager manages the campus cleaning and recycling programs so those services contribute to the College's goal of providing an outstanding experience for students. The Manager is required to plan, implement, and maintain an effective cleaning program based upon the efficient assignment of custodians, shift allocations, equipment and product use, and appropriate assignment of student employees.

Qualifications

1. B.A. degree or equivalent related vocational degree.
2. Successful custodial experience and custodial supervision preferred.
3. Minimum of five (5) years of successful experience managing a custodial staff. Experience working with collective bargaining employees is preferred.
4. Experience managing a custodial staff in multiple buildings. Prefer experience at secondary and post secondary educational institutions.
5. Experience with evaluating staffing levels and standards.
6. Demonstrated knowledge of cleaning industry standards, current cleaning practices and procedures including, but not limited to team cleaning, green cleaning, multiple shifts, training, equipment and products.
7. Demonstrated ability to supervise effectively in an understanding and sensitive manner. Ability to interact with campus community effectively.
8. Ability to take initiative on both assigned and unassigned work projects and to complete them independently.

Responsibilities

1. Manage all aspects of the custodial department, including but not limited to; cleaning, recycling, events set ups and overtime administration. On the job attendance is an essential function of this position.
2. Supervise the Assistant Custodial Services Manager and two shift supervisors. Complete annual performance evaluations on each employee.
3. Direct the selection, hiring, orientation, training, evaluation, discipline, medical/vacation leaves, and termination of custodial employees.
4. Design and implement programs that improve the efficiency and delivery of custodial services. This includes determining efficient allocation and scheduling of custodians by assessing the level of services and the hours of the day when the work can be best accomplished.
5. Design and implement training programs for custodians.
6. Implement and maintain an appropriate written building evaluation program to insure consistent cleaning standards are maintained.
7. Prepare and administer the annual Custodial budget including equipment replacement. Insure the purchasing of all custodial supplies, equipment and services are done in accordance with prescribed College purchasing procedures and monitor supply levels in buildings.
8. Manage the College's recycling program to increase the amount of material diverted from the waste stream. Assist with planning and scheduling Zero Waste committee meetings and activities.
9. Assist with coordinating the required custodial activities in coordination with other Facilities Services activities for campus events including on-site supervision during the event, such as: new student orientation and opening convocation, Commencement, Alumni weekend and other special events.
10. Establish regular times to meet with the shift supervisors and custodians on their night or weekend shifts.
11. Facilitate effectiveness of the custodial function, and the Facilities Services department, through good working relationships between custodians and other F.S. employees.
12. Facilitate overall cleaning effectiveness of campus buildings and grounds through coordinated efforts with the grounds staff.

RELATIONSHIPS:

1. Reports to the Director of Facilities Services.
2. Maintain liaison with other Facilities Services employees who may assist with problems such as electrical, plumbing, furniture, general maintenance or safety.
3. Maintain a pleasant, cooperative and professional relationship with faculty, staff, student employees or who ever is met in the course of daily activities.
4. Meet periodically with faculty, staff, or students to explain and/or receive routine comments about the College's cleaning program.

The position will remain opened but only applicants received by **1/28/10** will be assured consideration. Applicants must be authorized to work in the US upon employment start date.

AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO A DIVERSE WORK FORCE