

Custodial Supervisor Job Description

Wage: Starting at \$31.50/hr.

Works under the direct supervision of the Maintenance Superintendent.

Job Duties:

- Oversee the airport's custodial staff on a day-to-day basis, including interviewing, hiring, and terminating custodial staff.
- Manage the airport's custodial staff schedule to ensure full coverage for a 24/7/365 operation.
- Set cleaning schedules and expectations for airport-owned facilities that includes, but is not limited to:
 - Floor cleaning
 - Bathroom cleaning
 - Vacuuming
 - Window cleaning
 - Trash removal
 - Mopping
 - Dusting
 - Polishing
- Work alongside custodial staff to ensure cleaning expectations are met.
- Keep an inventory of all chemical products, paper products, and consumables used by the airport's custodial staff.
- Ensure all Safety Data Sheets (SDS) are current and readily available to all airport staff.
- Create and modify SOP's and process guides for custodial staff.
- Manage personnel working during assigned shift and through shift leads, including re-prioritizing tasks as necessary.
- Ensuring management communications are disseminated to custodial staff.
- Ensure custodial personnel concerns and ideas are presented to management.
- Support shift leads in improving oversight and management during their shifts.
- Assist with snow removal on airport sidewalks and crosswalks

Minimum Qualifications:

- High School diploma or General Educational Development (GED).
- A minimum of three years of experience in custodial cleaning. Experience in a management role in custodial cleaning is a plus.
- Must be able to speak, write and understand English to communicate with passengers, tenants, and other employees.
- Must be able to regularly lift up to 20 pounds.
- Must be able to work outside in all weather conditions with exposure to high decibels
- Must successfully pass a ten-year criminal background check as well as a pre-employment drug test.
- Must be proficient with computers and have a basic knowledge of the Microsoft Office Suite.
- Must have a valid driver's license.
- Must be willing to work nights, weekends, and holidays.