

**JOB DESCRIPTION
MARSHALL COUNTY, ALABAMA**

CLEANING SUPERVISOR

Job Grade: 6

JOB CODE: 515

Department: Maintenance
Reports To: Chief Maintenance Supervisor
Date: August 2015
FLSA: Non-Exempt
DOT Reference: 381.137-010

JOB DESCRIPTION

Oversee assigned housekeeping functions by coordinating the activities of workers engaged in cleaning and maintaining County buildings. Assign tasks to house keepers and inspects completed work for conformance to established standards; issues supplies and equipment. Submit requisition or purchase cleaning supplies and equipment, in accordance with established procedures. Assist and instruct workers as needed. Provide work performance information to Chief Maintenance Supervisor for use in work performance evaluation.

ESSENTIAL JOB FUNCTIONS

- A. Perform a variety of tasks according to an established schedule to ensure that County facilities are neat and clean at all times:
1. Clean door glass.
 2. Sweep, mop, or vacuum floors and stairs as needed.
 3. Clean, damp mop, and spray and buff vinyl floors as needed.
 4. Strip, wax, and buff vinyl floors as needed.
 5. Shampoo or steam clean carpets as needed.
 6. Dust and clean surfaces in corridors, lobby, cafeteria, offices, and courtrooms, including hand rails, fire apparatus and walls, vacuum drapes as needed.
 7. Empty trash and garbage from receptacles throughout the building and pick-up garbage and trash from grounds.
 8. Clean and re-stock bathrooms.
 9. Maintain inventory of supplies and keep stock buggy loaded.
 10. Lock and unlock doors and maintain building security.
- B. Assign, coordinate, and inspect the work of a small group of individuals engaged in the cleaning of county buildings:
1. Inform housekeepers of any special tasks to be completed on a daily basis.
 2. Train new personnel regarding the use of cleaning supplies and methods, and schedule for performing various tasks.
 3. Perform spot checks to assure that work is completed in a timely manner and in accordance with established procedures.
 4. Monitor work performance and inform the Maintenance Engineer of progress of new employees, or any problems with employees.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of generally accepted methods of commercial cleaning of buildings.
- Knowledge of products and equipment used in cleaning buildings.
- Knowledge of safety precautions and procedures associated with commercial cleaning.
- Ability to communicate effectively orally with co-workers, supervisors and the general public.
- Ability to supervise housekeepers.
- Ability to work independently.

MINIMUM QUALIFICATIONS

- Two (2) years of experience in commercial cleaning of buildings, supervisory experience preferred.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management's assignment of essential functions and position responsibilities. Nothing in this job description restricts management's rights to assign or reassign duties and responsibilities to this job at any time. Incumbent must be able to perform the essential functions of this position with or without reasonable accommodation.