



## Janitorial Coordinator

**JOB STATUS:** Full time, Monday - Friday, Daylight hours

**LOCATION:** Workplace includes all BCRC buildings and surrounding grounds in Beaver, PA and Center Township, Aliquippa, PA as well as outside janitorial contract facilities.

**JOB DESCRIPTION:** Reporting to the Facilities Supervisor and Production Center Program Manager, you will coordinate duties and work assignments as they relate to the cleaning, care and general custodial/housekeeping of all BCRC buildings and outside janitorial contract facilities.

### KEY JOB RESPONSIBILITIES:

- Coordinate all duties and work assignments as they relate to the daily care, cleaning and general custodial/housekeeping of all BCRC janitorial contract sites, buildings and facilities.
- Develop a quality-cleaning program to ensure high cleaning standards are met and maintained.
- Provides leadership, direction, training, motivation, and coaching for staff and clients providing routine janitorial service as well as completion of special cleaning projects / emergencies as requested.
- Trains and develops staff and clients on proper cleaning techniques and expectations.
- Regularly inspects and oversees cleaning activities to insure janitorial request and assignment are completed correctly and in a timely manner.
- Plans and schedules cleaning assignments to ensure cleaning consistency and standards are met.
- Works to insure cleaning equipment is in working condition and cleaning supplies are ordered and maintained.
- Provides additional training when necessary.
- Job coaching as assigned including completion of custodial activities.
- Monitors outside cleaning sites to ensure cleaning standards are met.
- Assures a positive relationship with community employers by refraining from discussing or participating in the inner workings of businesses or agencies where they may be supervising or job coaching
- Maintains a professional demeanor and appearance.
- Maintains loyalty and acts in the best interest of the agency at all times.
- Maintain and negotiate all BCRC janitorial contracts.
- Manage BCRC's janitorial supply inventory.
- Supervise staff and clients while performing janitorial duties, may operate a company or personal vehicle to transport clients to and from job sites.

### QUALIFICATIONS:

- Two-years of employment related experience providing housekeeping / janitorial oversight and services
- Working knowledge of cleaning equipment and procedures
- Previous training / supervisory experience helpful
- Some post-secondary training / education or related degree from technical college preferred
- High school diploma or equivalent
- Familiarity with Microsoft Office - Word, Excel, Outlook
- A valid driver's license
- Excellent organizational skills and attention to detail
- Ability to work in a team environment
- Strong work ethic with high integrity
- Experience working with individuals with disabilities helpful not necessary
- Able to pass background checks and clearances