



# JOB NOTICE

Date posted: July 20, 2018

Closing Date: August 1, 2018 or until filled

**APPLICATION PROCEDURES:** Send letters of intent and resume via Indeed or to HR, Box FT-JSPV., Compass Family & Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Department:** University Janitorial

**Title:** Janitorial Supervisor

**Salary \$:** Hourly rate \$10.00 per hour.

**Position :** **Full time.** Primary shift day turn that will include varied shifts to include evenings and weekends based on the needs of the university.

## **General Duties:**

1. Supervises and educates clients and employees in janitorial services.
2. Responsible for quality control through inspection of client's work.
3. Participates and plans with rehabilitation team, Workforce Development staff, etc.
4. Writes behavior reports, program notes, and department reports.
5. Schedules clients to ensure coverage, and coordinates supplies, equipment, and work duties to meet contract requirements.
6. Performs janitorial services.

## **Qualifications:**

**Education/Experience:** Some High School. Three years janitorial experience preferred with a minimum of one year direct supervisory experience required.

**Miscellaneous Requirements:** Criminal background check; pre-employment drug screen; clear driving record; TB Test; CPR/First Aid Training.

**Personal:** Must be able to transport clients to work sites when necessary; must be able to stand and walk for long periods; do occasional lifting of up to 50 pounds. Adaptability, initiative and possess the ability to work with adults who may have physical and or emotional challenges to employment.

**Non Exempt:** Eligible for over time.

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THROUGH AFFIRMATIVE ACTION  
EOE-M/F/H including persons with disabilities and veterans