Applications are being accepted in Human Resources for a Custodial Supervisor position in the Memorial Union. The employee reports to the Director, Memorial Union/Associate Director, Business and Auxiliary Services.

Responsibilities

Supervision
Plan, organize, direct and supervise the work of Custodial Worker IIs and student employees to ensure the cleanliness and safety of facilities managed by Memorial Union, prepare meeting spaces for use and optimize the use of custodial staff. Monitor staff performance to ensure University and building policies and procedures are followed and that safety measures are observed.

Establish performance standards, review and evaluate staff performance, providing feedback periodically to recognize and reinforce high levels of performance or to initiate changes when performance does not meet established standards. Complete written reviews and conduct review sessions for custodial staff and student employees according to University policies and procedures.

Work with Director, Memorial Union (Director) as appropriate to initiate recruitment as positions become vacant. Recommend hire, discipline and other personnel-related actions to the Director to address and resolve personnel issues.

Communicate effectively with custodial staff, student employees, Director, office staff and all patrons and guests on a regular basis to address and resolve issues related to building usage and related matters.

Facility Management
Periodically inspect facilities to identify areas that need extended cleaning, preventative maintenance and/or repair, and develop schedules for work completion. Work with Facilities Services to request and schedule needed repairs; schedule and direct custodial staff to perform special cleaning activities to maintain standards for building appearance, utility and safety. Recommend to the Director procurement of new/replacement equipment, furniture and decorations for inclusion in budget requests and to initiate facility updates.

Monitor work in progress to ensure the appropriate and timely completion of room set-ups, housekeeping and other assigned tasks.

Monitor cleaning supplies and materials and order replacements through website program to ensure custodial staff have the resources they need to complete assigned tasks. Evaluate new/ different products to identify...
more cost effective and efficient materials, gathering feedback and input from other Custodial Supervisors as opportunities are available.

Training
Identify training needs, develop and present or procure one-on-one or group training to custodial staff and student employees in order to…
…help custodial staff perform house-keeping duties and room-set-ups more effectively;
…ensure that proper safety measures relative to the use of chemicals and equipment are being followed;
…educate them in the performance of new duties or modified methods, and to ensure all tasks are completed according to standards for appearance and safety.

Demonstrate appropriate techniques in lifting and moving, cleaning and sanitizing, floor cleaning and maintenance to ensure standards for cleanliness are met and to prevent injury due to the use of inappropriate techniques.

Perform other job related duties as assigned.

Required Qualifications: High school diploma or GED. Experience in custodial services and supervision. Demonstrated leadership and interpersonal skills. Ability to interpret room diagrams and direct room set-ups and demonstrate housekeeping, lifting and moving techniques. Willingness and ability to work an adjusted schedule and/or overtime as required during weekends, evenings and holidays.

Preferred Qualifications: Demonstrated knowledge of conference/banquet facility operations. Experience troubleshooting and resolving issues with audio-visual, computer and telecommunications equipment. Work experience in a conference facility and/or in a higher education setting.

Application Procedures
Submit a completed Washburn University Employment Application (available at www.washburn.edu/hr-forms) to getajob@washburn.edu or send to Washburn University Human Resources, 118 Morgan Hall, 1700 SW College, Topeka, Kansas 66621. Review of applications will begin August 29, 2016, and continue until interviews are scheduled. Entry rate is $12.60 per hour. Excellent fringe benefits package. Employment at Washburn University will be conditioned upon satisfactory completion of a background check.

To enrich education through diversity, Washburn University is an equal opportunity employer. Candidates from under-represented groups are encouraged to apply.