

Responsibilities:

- Be the primary source for recruiting and staffing of janitors
 - Interview, hire and terminate employees as directed
 - Maintain an on-call list of janitors for last minute placements.
 - Lead, motivate, and train all field personnel
 - Ensure standard human resource concerns are addressed
- Generate work orders to address cleaning concerns/complaints
- Ensure working knowledge of all job sites and convey information to others
- Prepare supply orders for janitorial supplies and equipment and maintain inventory
 - Keep accurate accounts of equipment to include; vacuums, keys, janitorial supplies
 - Ensure staff has the necessary tools to be successful
- Identify cleaning problems within facilities and develop an action plan to ensure cleaning standards are maintained.
- Perform janitorial duties as necessary to complete work orders and/or fill gaps in staffing
- Needs to be available on holidays, and weekends
- Ability to work independently with little to no supervision
- Communicate with corporate office personnel and execute corporate objects as designated
- Ability to work evenings and graveyard shifts
- Must have reliable transportation to visit multiple job sites

Benefits:

- Medical/Dental/Vision health coverage (100% of premiums paid by company)
 - Additional spouse and dependents coverage not included, but can be added to coverage at employee's expense
- Paid personal days in addition to Washington State sick leave policies
- Salaried position. Base salary and bonus program DOE