

## ASSISTANT DIRECTOR OF BUILDING SERVICES MIDNIGHT

Job Number: 09-AF-75  
Status: RFT  
Hours: Sunday - Thursday - 10:30pm - 7:00am  
Salary: Commensurate with experience

### Requirements

Education: Associate Degree and/or five years of experience in all phases of custodial or hospital housekeeping and maintenance.

Experience/Skills:

- Five years experience in all phases of custodial or hospital housekeeping and maintenance.
- Acumen in leadership, customer focus, financial and benchmarking strategies.
- Be a team player and provide feedback to improve performance of Building Services staff through efficient and effective use of available resources, training, supervision, and equipment.
- Outstanding human relations skills are necessary.
- Valid Indiana Driver's License.

Job Summary:

- Supervision/follow-up (meetings, training, processes, procedures) and reinforcement of university policy and procedures as well as departmental procedures and processes in ways that will maintain a positive non-union work place. Participate in the interview process for the hiring of new staff. Review reports on personnel transactions, sick leave, vacation, time cards, etc. Maintain up-to-date performance reviews. Provide leadership through positive reinforcement and/or progressive discipline.
- Benchmarking (measuring results) and establishing standards. Establish/use reports and documentation that provide

opportunities for consistent follow-up and measurement of progress. Maintain role as the best-cost provider by concentrating on core mission.

- Communication (meetings, coaching, follow-up committees). Establish and maintain constant paths of reliable communication among the various personnel. Foster a leadership/service atmosphere. Engage in various leadership and committee opportunities on campus such as the Safety Committee and Positive Improvement Committee.
- Coordination among the direct reports; coordination among peers; coordination across campus to maximize efficiency and opportunities to enhance success. Coordinate safety and training sessions. Coordinate equipment changes and issues with staff. Coordinate and/or provide new and temporary employee training relevant to job performance and frequencies. Process supply and equipment requests.
- Plan and schedule staff assignments both routine and project cleaning, to avoid interference with the day-to-day operations of the campus. Meet with the staff minimally in a monthly meeting. Investigate, recommend, and solve department service issues. Evaluate the effectiveness of the midnight operations and recommend changes in overall organization, as well as methods and procedures utilized.
- Stay current on equipment and cleaning methods. Attend supervisor training as often as possible.

Office of Human Resource Services - Valparaiso University  
To apply for this position, please choose  
one of the options below:

- Apply online at [www.ExpressPros.com/NWIndiana](http://www.ExpressPros.com/NWIndiana)
- Call 219-465-1868 Express Employment, for an appointment ask for Ginger Wilbanks
- Submit an application in person at Express Employment - Valparaiso
- Direct all questions to [Ginger.Wilbanks@expresspros.com](mailto:Ginger.Wilbanks@expresspros.com)

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