

TEAM LEADER - BUILDING SERVICES - TEAM A

Job Number: 09-AF-80
Status: RFT
Hours: Monday - Friday 10:00am - 6:30pm
Salary: Commensurate with experience

Requirements

Education: High School diploma or GED
Experience/Skills:

- One - three years supervision preferred. Three - five years experience in cleaning industry.
- Provide leadership needed to organize the work and set priorities for the Building Services staff.
- This includes such things as general cleaning, maintaining floors, cleaning of equipment, dusting, overseeing or assisting events, snow removal, moving furniture, setting up tables, chairs, etc.

Job Summary: The Team Leader for Building Services will be responsible for:

- Assigning and tracking work orders to crew members
- Prepare paperwork for material orders
- Work with Associate Director to troubleshoot work order follow-up and scheduling
- Follow-up on completed work orders for quality control
- Lead persons are expected to be working leaders in their trade
- Recommend supervision needs to Associate Director of Building Services
- Work with Associate Director of Building Services to identify new products and methods
- Work with Associate Director of Building Services to promote safety
- Work in the Building Services areas
- Other duties as assigned
- Prepare time cards for Associate Director of Building Services

- Participate in the after hours service for the campus
- Organize set-ups for events
- Determine when overtime is required
- Determine when equipment has to be repaired or replaced
- Clean and evaluate assigned areas
- Ensure assigned team goals are completed
- Determine project work to be done by project team
- Unlock/lock and check buildings
- Keep entrances safe and clean
- Train housekeeper on all procedures

To apply for this position, please choose one of the options below:

- Apply online at 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

The PDF Footer