Rock Solid Janitorial, Inc.

**Asst. Custodial Project Manager: Full-Time/Hourly**

**Reports to: Project Manager and Director of Operations**

**Summary/Objective of Job Duties and Responsibilities:**

An Asst. Project Manager serves as a member of our team supporting Operations. This individual supports our

effort through effective utilization of the company’s established processes while supporting the

company’s mission through the collaboration of trained teams and effective communication on all levels.

The Asst. Project Manager must be very organized and efficient. The Manager must also be able to effectively

‘lead by example’ each of the teams at the facility’s in order to maintain the standard set forth by Rock

Solid Janitorial. In this business, the facilities for which the Asst. Project Manager is responsible could either

increase or decrease in number. Travel is required in this position.

**Essential Duties and Responsibilities: At times this job requires that the manager be able to stand**

**and walk for longer periods of time, climb stairs, stretch, kneel, lift, bend, stoop, pull, push, etc in**

**order to accomplish tasks.**

**Operations**

1. Prepare schedules for initial site visits. This will entail introductions and facility tours.

2. Log and troubleshoot daily operations. Work effectively in a team environment to monitor logs; resolve

and/or escalate issues with custodial staff and customers.

3. Effective training of team members. Coordinating/Scheduling staff meetings as needed.

4. Ensuring that facilities are properly staffed and that supplies and equipment are readily available.

4. Act as liaison for communicating directly with customer as required. Provide regular status reports.

5. Conduct thorough building inspections, with the team leader/custodians to include janitor closets.

6. Ensure all paperwork is thoroughly completed to include signatures where necessary and proper

documents are obtained.

7. Provide coaching and performance documentation as well as yearly assessment reviews on Team

Leaders. Collect performance reviews from Team Leaders.

8. Coordinate and set up training classes, as assigned.

9. Assist with any additional assignments or projects as necessary in order to ensure facilities are serviced

to standard.

**Experience:**

1. Minimum three years prior training, teaching, or related and management experience.

2. Writing proficiency to be able to write performance reviews, and other job related items in a clear,

concise and grammatically correct manner.

3. Excellent Communicator (oral, written, and listening skills). **Also, must be bi-lingual (English/Spanish).**

4. Be able to handle multiple projects/assignments concurrently and be result oriented.

5. Be highly motivated to work both independently and in a team environment.

6. Be able to maintain confidentiality.

7. Have the ability to handle difficult situations and persons in a positive and professional manner.

8. Have the ability to train, coach, and motivate staff on how to clean effectively and efficiently.

9. Must be able to pass state background checks as required by facility.