



## DESC Job Description - Page 1 of 2

OPEN: 01/20/09  
Job Title: **Custodial Supervisor**  
Salary: \$14.30 - \$16.88 per hour depending on qualifications  
Supervised by: Facilities Manager  
Hours: Full-time (37.5 hrs/week), hourly, nonexempt position

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### **JOB DEFINITION:**

The Custodial Supervisor assists the Facilities Manager with the administrative and janitorial functions of the Facilities Department in order to assure high quality service to DESC properties. In addition, the Custodial Supervisor performs cleaning, maintenance and repair tasks to all DESC properties and provides oversight of other maintenance and janitorial staff, as needed.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Supervise janitorial staff, including providing direction, training and support, and conducting performance reviews.
- Coordinate the schedules for janitorial staff, in conjunction with Facilities Manager, taking into consideration emerging or ongoing facility matters at each DESC property and ensuring that each property has adequate coverage each day.
- Provide updated schedules for janitorial staff to the Facilities Manager and other DESC supervisors as assigned.
- Coordinate with maintenance, janitorial and other relevant DESC staff the acquisition of necessary supplies and materials for cleaning.
- Prioritize janitorial requests and facilitate prompt response, utilizing the electronic work order system, consulting with Facilities Manager as needed.
- Review pending work orders, re-prioritize them, if needed, and provide updates to project managers and other relevant DESC staff regarding uncompleted work.
- Generate reports showing completed and pending work orders via the electronic work order system.
- Complete janitorial or maintenance work orders as assigned and in a timely manner.
- Perform high quality cleaning, repair and maintenance tasks in all areas of assigned facilities, including, but not limited to, shelter dorms, individual apartments, floors, hallways, common areas, offices, storage and trash rooms, equipment rooms, stairways, elevators, kitchens, laundry rooms, lounges, bathrooms, showers, alleys, sidewalks and roofs.
- Assist with renovation projects and unit preparations for new tenants as assigned.
- Respond to emergencies, initiating emergency maintenance actions, cleaning up debris, water, etc., and contacting supervisors. On occasion, respond to after hours emergencies.
- Safeguard building and unit keys, never giving anyone access to occupied tenant units without authorization.
- Work at ground level or from ladders and scaffolding. Carry and lift heavy materials up to 50 lbs., ladders, tools and other equipment to and around work sites.
- Monitor facilities and equipment for damage and unsafe conditions, enter work orders and provide upkeep and repair as needed.
- Assist other staff with large projects as assigned.
- Participate in staff meetings and trainings, as assigned.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- Knowledgeable about typical janitorial duties.
- Knowledgeable about maintenance of various types of floor finishes.
- Ability to organize workloads of multiple staff at multiple projects.
- Must have valid Washington State driver's license.
- Ability to communicate and work effectively with people from various backgrounds.

- Proficiency with using computers and/or electronic work order systems.



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- Ability to handle a wide range of unpleasant and/or bizarre behavior from clients.

Commitment to the philosophy of cooperation and continuity across programs and consideration and respect for clients.

### **APPLICATION PROCEDURE**

**Submit a Cover Letter and Resume to: DESC-FACILITIES, ATTN: Human Resources, 515 3rd Avenue, Seattle, WA 98104, or email in Word document to [hr@desc.org](mailto:hr@desc.org), or fax to (206)-515-1501**

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