WARTBURG COLLEGE
POSITION DESCRIPTION
Title of Position: Cleaning Staff Coordinator
Preparation Date: January 2020

Function of Position

Responsible to Director-General Maintenance and Cleaning for providing supervision and scheduling the cleaning staff who provide safe, clean and attractive facilities for students, staff and the public. Incumbent is responsible for ensuring compliance with relevant work orders, ensuring availability of required equipment and ensuring that assignments are completed in a safe, proper and timely manner using approved supplies.

Principal Duties and Responsibilities

1) Assume overall responsibility for the organization of the cleaning operation in campus buildings, maximizing efficiency of the staff.
2) Provide supervision of cleaning staff. Supervise department functions including hiring/termination recommendations, planning, scheduling/coordinating activities, training, advising, and consulting, for the purpose of ensuring that the buildings are maintained in a clean and attractive manner.
3) Work closely with cleaning staff to identify student labor needs, schedules, ad hoc schedule needs, grant amount, time worked and quality of work performed. Work with Student Employment Coordinator to address performance issues or labor needs.
4) Work with cleaning staff to monitor inventory of cleaning supplies, chemicals, equipment and materials; work collaboratively with the Office Coordinator to ensure the inventory system accurately reflects supplies and ordering schedules.
5) Plan for and coordinate delivery of appropriate training (formal and informal) for all cleaning staff, including student workers.
6) Provide regular walk-throughs of areas being cleaned to ensure quality.
7) Ensure that all Health & Safety procedures are followed.
8) Work effectively with external temporary agencies for temporary staffing needs.
9) Work collaboratively with the custodial and trades staff for maintenance needs.
10) Work effectively with the work order system and ensure assigned tasks for self and cleaning staff are completed in a timely manner.
11) Perform other duties as assigned.

Supervision

Incumbent receives general guidance from the Director, but plans and arranges his/her own work. Determines actions to be taken within limits of established practice, priorities and standards. Refers only unusual cases to supervisor.

Minimum Qualifications

10 years job related experience, including 3 years leadership experience. Demonstrated proficiency with the Microsoft Office Suite and ability to learn additional computer systems. Strong commitment to customer service, and excellent oral and written communication skills.

Application Procedure:
Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from members of underrepresented ethnic and minority groups.