JOB DESCRIPTION

Cleaning Supervisor

Reports to: Manager Heinz Hall Building Operations
Supervises: Full and Part Time Heavy Cleaners
Status: Exempt

Job Purpose

Ensures Heinz Hall’s high standards of cleanliness are obtained by the efficient supervision, training and evaluation of the cleaning staff. Plans, schedules and inspects routine, seasonal, annual and special project related cleaning, event setups and associated tasks.

Essential Duties and Responsibilities

• Liaise daily with Building Operations Manager relaying information between manager and cleaning staff
• Establishment of cleaning standards and procedures for workers and ensure adherence to these standards and procedures
• Coaching and developing cleaners
• Scheduling and assigning specific duties/roles to cleaners and also ensuring that they are carried out expertly
• Inspection of cleaning equipment on a regular basis, evaluating condition, initiating repair or request for replacement
• Controlling and monitoring the usage of cleaning materials to avoid or minimize waste and/or misuse
• Ensure MSDS sheets are current for all products in use and instruct all cleaners in their use
• Comply with GBAC certification requirements and submit for annual renewals
• Comply Governmental regulations and OSHA
• Providing any form of required assistance to cleaners while they carry out their duties.
• Review and monitor daily task sheets for safety and repair issues

Required Experience and Abilities:

• Must have the ability and willingness to work as part of a team, and most importantly, lead a team
• Should have a clear understanding of customer service guidelines/principles
• Must have relevant experience Must possess excellent communication skills in speaking, writing, and even in listening
• Must have good interpersonal attributes. That is to say, the supervisor must be someone that gets along easily with people (easily approachable)
Must be outstanding when it comes to organization and coordination of both humans and their activities
Must display a high level of integrity due to the fact that he/she may be in a position to take care of people’s personal belongings
Excellent decision-making ability is a must-have
Must be proactive in the line of duty
in cleaning and supervision of cleaning procedures

Preferred Education & Experiences:

- At least 10 years of progressively responsible positions relating to the cleaning industry

Physical Requirements:

- Ability to work on ladders, lifts, scaffolds, etc.
- Ability to operate related equipment, i.e., floor machines, vacuums, snow brush, computer, copier, scanner

SALARY RANGE - $45-$50K

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The specific statements shown in each section of the description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The PSI recognizes that an individual with a disability may require a job modification/ accommodation to enable them to successfully perform a job function. Consideration will be given to such requests. Such requests should be directed to Human Resources.

To apply, please send cover letter and resume to HR@pittsburghsymphony.org